

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

- 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** : 05 September 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 31/394** : **DIRECTOR: ANIMAL HEALTH REF NO: (AGR 46/2022)**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
Bachelor of Veterinary Science [BVSc / BVMCh] (NQF Level 7); Registration as Veterinarian with the South African Veterinary Council; Minimum of 6 years middle management experience and Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. (Refer to note4 below). Recommendation: Valid Driver's licence; Experience in State Veterinary Services and in disease control measures. Competencies: Applied strategic thinking; Interpretation and application of policies and procedures; Creative thinking; Facilitation skills; Decision making; Presentation skills; Communication (written and verbal); Research skills; Sound budgeting; Computer literacy; Problem solving.
- DUTIES** : Strategic management, guidance and advice in respect of Animal Health; Strategic management of the directorate; Financial management; People management.
- ENQUIRIES** : Dr Gininda Msiza Tel No: (021 808 5001/2)

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 31/395 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Metro Health Services

SALARY : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/degree. Experience: Extensive experience in Finance and Supply Chain Management of which at least 2 years must be in the Public Sector. Extensive management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of relevant public service financial prescripts, department of health policies, delegations and procedures. Extensive experience in managing supply chain departments revenue, case management, reception and information management. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS office). Strong strategic, leadership and management skills with an ability to develop a high performing and person and service-centered team. Experience in developing new and innovative practices to drive efficiency and quality within relevant components.

DUTIES : Accountable for the Finance Management Component of the facilities under his/her responsibility including the Hospital Facility Board. Accountable for the Supply Chain Management for hospital and primary health care clinics within his/her domain. Accountable for the reception, records, revenue, case management and other departments as determined by the CEO. Accountable for the Information Management for the various facilities in his/her domain. Accountable for People Management within the Components Finance and Supply Chain. Active member of Victoria Hospital Executive committee.

ENQUIRIES : Mr J Vaughan Tel No: (021) 799-123
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 : 02 September 2022

POST 31/396 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Rural Health Services

SALARY : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Accounting or related field. Experience: Extensive experience in Supply Chain Management, Finance, Information Management as well as Revenue Management. Preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Contract Management. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyse statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance.

DUTIES : Provision of timely and accurate information for strategic decision-making and financial control. Ensure effective management of the Supply Chain Management including, demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management for George Hospital. Implement effective controls to ensure audit compliance and good governance. Human resource management and planning.

ENQUIRIES : Mr M Vonk Tel No: (044) 805-4533

APPLICATIONS : 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 may be subjected to a practical and/or competency test.

CLOSING DATE : 02 September 2022

POST 31/397 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**

Directorate: Garden Route District (Bitou Sub-district)

SALARY : Grade 1: R624 216 per annum (PN-B4)
CENTRE : Kwanokuthula CDC, (Bitou Sub-district)

REQUIREMENTS : Minimum educational qualification: -Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post Basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e., R 48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's (B/EB) licence. Willingness to attend to community meetings after hours. Competencies: knowledge/skills: Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : Manage the implementation of the full package of the District Health services within the facilities of Knysna and Bitou Sub-district. Commissioning and overall management of the Clinical-, Human Resources-, Supply Chain- and financial management of the allocated PHC facilities. Facilitate the commissioning and development of community participation programmes and facility-based services within a COPC. Control and set standards for safe patient care. Responsible for the co-ordination, supervision and control of nursing services. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Ensure the implementation of quality assurance programmes. Responsible for the monitoring of facility data on a monthly basis.

ENQUIRIES : Mrs P.M. Peter, Tel No: (044) 3028436

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 : 02 September 2022

POST 31/398 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (OPD) (INFECTIOUS DISEASE)**

SALARY : R450 939 per annum (PN-A5)
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. 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: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management:

Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES APPLICATIONS : Mr A Mohamed Tel No: (021) 404-2071
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 : 02 September 2022

POST 31/399 : **CHIEF ARTISAN: GRADE A**
Central Karoo District

SALARY : Grade 1: R392 283 per annum
CENTRE : Central Karoo District Office, Beaufort West
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter or Mechanical or Millwright / Fitter and Turner. Experience: 10 years post qualification experience at an Artisan/Artisan Foreman Level. Inherent requirements of the job: Responsible for duties in the Central Karoo District Prepared to travel in the entire Western Cape Province. Valid (Code B/EB) driver's license. Perform standby and overtime duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Experience in offsite supervision of maintenance staff. Computer Literacy – Competent in MS Word and Excel - able to create and edit basic documents, efficiently use an email program and internet browser. Technical design and analysis knowledge. Technical report-writing and technical consulting. Production, process knowledge and skills. Thorough working knowledge of all relevant legislation, policies, and prescripts applicable to health-related Engineering. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Manage maintenance and repair requirements for health facilities in the Central Karoo District. Ensure maintenance and repairs to plants and medical and non-medical equipment, assets, furniture in the district. Planning and scheduling of Engineering projects. Compiling of specifications for Engineering projects. Management and supervision of district workshop and staff. Administrative duties related to the post.

ENQUIRIES APPLICATIONS : Ms A Jooste Tel No: (023) 414- 3590
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 : 02 September 2022

POST 31/400 : **SENIOR STATE ACCOUNTANT**
Directorate: Management Accounting

SALARY : R321 543 per annum
CENTRE : (Bellville Health Park, Bellville)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma (NQF 6) or Degree (NQF 7). Experience: Appropriate experience in a financial environment. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Advanced knowledge of software packages

required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Solid understanding of accounting software and their utilisation in report-generation. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Firm understanding of cost accounting principles and techniques. Excellent interpersonal relations & conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Advanced Excel skills e.g. the ability to program excel. Ability to analyse information and work with figures.

DUTIES : Personnel budget management and reporting based on various principles derived from standard management accounting techniques. Maintenance of databases through basic queries. Extraction, testing and clean-up of data to ensure data integrity. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various monitoring and evaluation committees. Training and assistance to hospital staff on financial models. Supervise subordinates (performance management, discipline and development).

ENQUIRIES : Mr J de Beer Tel No: (021) 815 -8610
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. Short listed candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 02 September 2022

POST 31/401 : **GRAPHIC DESIGNER**
 Directorate: Communications

SALARY : R321 543 per annum
CENTRE : Head Office

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Graphic Design. Experience: Appropriate experience in Graphic Design. Inherent requirement of the job: Valid driver's licence. Candidates must submit their design portfolio (A4 size). Competences (knowledge/skills): Excellent knowledge of design and color theory. Good verbal and written communication skills. Strong client management skills. Experience in brand application. Advanced knowledge of Adobe Creative Suite especially InDesign, illustrator, Premier Pro. Knowledge of stylistic and decorative processes and techniques. Thorough understanding of printing and reproduction processes. Experience: Appropriate experience in Graphic Design.

DUTIES : Product development, inclusive of designing material. Client management. Develop graphics and layouts for product illustrations and Internet websites. Generate and enhance images using computer software i.e. Adobe Photoshop. Accept client briefs and interpret them into visual communication products, ensuring.

ENQUIRIES : Ms T Vergotine Tel No: (021) 483- 9022
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 : 02 September 2022

POST 31/402 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
 West Coast District

SALARY : R261 372 per annum
CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate experience and skills in LOGIS, BAS and EPS/WCSEB. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel and work overtime. Competencies (knowledge/skills): Extensive knowledge and experience of Bas and LOGIS Reconciliations. Ability to work in a team context and motivate team

members. Computer literacy and thorough knowledge of computer systems (LOGIS, Sharepoint, ESL, Clinicom BAS and EPS). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Effective and efficient management of procurement processes, Inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Responsible for inspections, support visits and training in Saldanha Sub-district. Ensure sound labour practices are executed and implemented. Relieve and support to supervisor.

ENQUIRIES : Ms J Basson Tel No: (022) 709-7276

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 : 02 September 2022

POST 31/403 : **ARTISAN PRODUCTION: GRADE A TO C (PLUMBING)**

SALARY : Grade A: R193 512 per annum

Grade B: R227 943 per annum

Grade C: R266 109 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: An 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: A valid vehicle driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Learn and comply with in-house systems and procedures.

DUTIES : Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures. Attend to emergency breakdowns after hours and Stand in when Artisan foreman is off duty.

ENQUIRIES : Mr K Mgcodo Tel No: (021) 404-6251

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 : 02 September 2022

POST 31/404 : **TRADESMAN AID**
Cape Winelands Health District

SALARY : R124 434 per annum

CENTRE : Montagu Hospital (Based at Robertson Hospital), Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Inherent requirements of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in tasks performed in a maintenance workshop in a health facility. Competencies (knowledge/skills): Ability to use electrical and hand tools. Good interpersonal, communication and organisational skills. Ability to work independently. Ability to handle heavy equipment, heights and narrow spaces.

DUTIES : Provide a support service to the technical staff. Provide a clean hygiene and safe working environment. Maintain program according to allocated schedule. Cleaning of drains. Do Standby on rotation basis and work overtime if needed.

ENQUIRIES : Mr JP Muller Tel No: (023) 626-8529

APPLICATIONS : The Manager: Medical Services Robertson Hospital, Langeberg Sub- district, Private Bag X617, Robertson, 6705.

FOR ATTENTION : Ms TM Padiachy

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

CLOSING DATE : 02 September 2022

POST 31/405 : **FOOD SERVICES AID**
Garden Route District

SALARY : R104 073 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum requirement: Basic Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in a large foodservice unit. 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 principles. Knowledge and understanding the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trained in preparing of normal and therapeutic diets.

DUTIES : (key result areas/outputs): Assist in receipt, store of all provisions and stock in the food service unit. Prepare, 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 : Ms S Pietersen Tel No: (044) 604-6129

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 02 September 2022

POST 31/406 : **PORTER**
(Cape Winelands Health District)

SALARY : R104 073 per annum

CENTRE : Robertson Hospital, Langeberg Sub-district

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles and assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of mortuary. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

ENQUIRIES : Mr G Petersen Tel No: (023) 6268551 Graham.petersen@westerncape.gov.za

APPLICATIONS : To the Manager: Medical Services: Langeberg Sub- district Office, Private Bag X617, Robertson, 6705.

FOR ATTENTION : Ms T Padiachy

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

CLOSING DATE : 02 September 2022