

**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** : 21 November 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 42/275** : **DIRECTOR: ANIMAL HEALTH REF NO: AGR 46/2022 R1**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Bachelor of Veterinary Science [BVSc / BVM Ch] (NQF Level7); 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. Recommendation: Valid Driving 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)
- POST 42/276** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: AGR 56/2022**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : B degree in Finance / Accounting at NQF level 7; 6 years middle management experience in a financial environment; and Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: valid unendorsed driving license, or alternative mode of

- transport for people with disabilities. Competencies: Strategic Management and Leadership; Programme and Project Management; Change Management; Financial Management; and People Management and Empowerment.
- DUTIES** : Line management: Financial Management; Service delivery innovation; Strategic Management; People Management; and Financial Management of the Directorate.
- ENQUIRIES** : Mr Floris Huysamer (floris.huysamer@westerncape.gov.za)

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- 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>
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- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 POST

- POST 42/277** : **ADMINISTRATION CLERK: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 42/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in Microsoft Office packages; Relevant administrative experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Clerical duties and practices; The legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Computer literacy in MS Office Package (Word, Excel, Outlook); Planning and organising; Communication (Written and verbal). Ability to capture data, operate computer and collecting statistics.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES** : Ms N. Vallie Tel No: (021) 483 9900

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- 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** : 21 November 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 POST

<u>POST 42/278</u>	:	<u>ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: EADP 22/2021 R1</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (Advanced Diploma/B-Degree or higher) in Financial Management; A minimum of 3 years supervisory level experience. Recommendation: Working knowledge of the following: Basic Accounting System (BAS); PERSAL; Standard Chart of Accounts (SCOA); Medium Term Expenditure Framework experience. Competencies: Knowledge of the following: Strategic and Annual Performance Planning; Budget, review, analysis and quality assurance skills in the budget preparation process; Public Sector finance; Public Finance Management Act and other financial norms and standards; Proven computer literacy (MS Office); Written and verbal communication skills.
<u>DUTIES</u>	:	Budget Management; Compilation of the MTEF (Medium Term Expenditure Framework) Budget; Supervision of staff; Mentoring employees to ensure guidance and direction to prosper in their careers.
<u>ENQUIRIES</u>	:	Ms G Buggas Tel No: (021) 483 3298

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.

<u>NOTE</u>	:	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. ERRATUM: Kindly note that the post of Project Manager: ICT Governance Directorate: Information Technology advertised in the Public Service Vacancy 41 dated 28 October 2022 with Ref No: Post 41/402, Centre: Head Office, Cape Town, salary has been amended, R382 245 per annum.
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OTHER POSTS

<u>POST 42/279</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R744 255 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	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-centred team. Experience in developing new and innovative practices to drive efficiency and quality within relevant components.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J Vaughan Tel No: (021) 799-1234
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 42/280 : **DEPUTY DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT**
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 : Southern/Western: Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations). Critical thinking, Strategic analysis of Financial Risks.

DUTIES : Responsible for the Budget control, monitor expenditure and revenue and oversee the payment process to NPO's. Manage the Finance and Supply Chain Management Unit to provide effective oversight for finance and procurement services within Geographic Area. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance standards. Responsible for reporting on Finance and Supply Chain Management indicators and performance of the Sub-structure. Provide oversight and contract management of Transport and Support services in the Sub-structure Office. Responsibility for the Comprehensive People Management of all personnel in the division.

ENQUIRIES : Dr K Grammer Tel No: (021) 202-0900
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 : 18 November 2022

POST 42/281 : **DEPUTY DIRECTOR: COMMUNICATIONS**
Directorate: Communications
(24 month contract)

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

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree in Communication/Public Relations/Marketing/Branding or equivalent qualification. Experience Extensive experience in corporate communication and/ or marketing environment at middle management level. Extensive demonstrated experience building a corporate brand and reputation strategy for a large organisation. Experience with regard to culture change and change management. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Ability to think strategically, recommend and implement ideas. Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision. Ability to handle matters of a confidential nature. Computer literacy (MS Excel, Word, PowerPoint, Outlook and social media). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Build the reputation of Tygerberg Hospital, within the communication strategy of the larger Department of Health at Tygerberg Hospital. Identify and maximise opportunities to enhance the reputation of Tygerberg Hospital with both external and internal organisational stakeholders. Building the hospital brand and reputation via media liaison and issues monitoring. Coordinate and facilitate the development of Institutional communication plans, programmes and campaigns within the larger strategy.

ENQUIRIES : Ms M Champion Tel No: (021) 483-3245
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 : 18 November 2022

<u>POST 42/282</u>	:	<u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R624 216 per annum (PN-B4)
<u>CENTRE</u>	:	Pacaltsdorp CDC
<u>REQUIREMENTS</u>	:	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 and Midwife. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willingness to attend to community meetings after hours. Competencies (knowledge/skills): Computer literacy (MS Office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.
<u>DUTIES</u>	:	Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of the allocated PHC cluster facilities (Thembaletu CDC, Kuyasa CC, Pacaltsdorp CDC, Blanco CC, Touwsrante CC and George Mobile) stationed at Thembaletu CDC. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated Cluster facilities. Responsible for the co-ordination, supervision and control of nursing services. Ensure the implementation of quality assurance programmes with set standards for safe patient care. Information and data management.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 November 2022
<u>POST 42/283</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R450 939 per annum
<u>CENTRE</u>	:	Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness 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 Maternal Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide comprehensive support for the Mossel Bay Sub-district Primary Health Care management teams to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded

Non-Profit Organisations (NPOs) and Private Provider Partners. Support Mossel Bay Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.

ENQUIRIES : Ms M Manuel Tel No: (044) 604-6106
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 : 18 November 2022

POST 42/284 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU) / RENAL UNIT)**
 Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/Critical Care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Intensive/High Care unit. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively Maintain & promote 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) 802-4352
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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview."

CLOSING DATE : 18 November 2022

POST 42/285 : **QUALITY ASSURANCE MANAGER**
 Chief Directorate: Metro Health Services

SALARY : R382 245 per annum
CENTRE : Khayelitsha District Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in a Health environment. Appropriate Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer literacy skills with MS office suit. Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. Experience in customer care and complaints management. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Effectively coordinate and manage Quality and Risk programs at Khayelitsha District Hospital including application of Patient 'Right Charter, Batho Pele Principles and Staff rights. Collect, analyze data and provide technical reports and presentations, including quality improvement plans, (QIP) for internal and external stakeholders. Put up systems in place and coordinate, manage compliance and improvement in terms of: the promulgated Norms and Standards as well as Ideal Hospital Realization Framework, Adverse Patient Incidents/Serve Events/Patient Safety incidences. Ensuring proper Management of Compliments, Complaints and suggestions, Patients Experience of Care and PAIA. Support Staff Satisfaction Surveys, encourage participation and give feedback of the results to staff and Management. Organize open days for the facility, waiting time surveys, Client Satisfaction Surveys and give feedback. Support celebration of Health Calendar days and ensure their success. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development. Work hand in hand with the Infection Prevention and Control (IPC)and OHS coordinators as well as clinical, allied and support services and report to the CEO and Sub-structure Quality Assurance where necessary.
- ENQUIRIES** : Mr D Binza Tel No: (021) 360-4520
- 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** : 18 November 2022
- POST 42/286** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District
- SALARY** : R321 543 per annum
- CENTRE** : Swellendam & Cape Agulhas Sub-district (stationed at Swellendam Hospital)
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: A valid driver's license (Code B/EB). Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.
- DUTIES** : Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.
- ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400

- 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 will be subjected to a competency test which may include a practical/computer literacy test.
- CLOSING DATE** : 18 November 2022
- POST 42/287** : **SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT)**
Directorate: Supply Chain Sourcing
- SALARY CENTRE REQUIREMENTS** : R321 345 per annum
(Head Office, Cape Town)
Minimum educational qualification: Appropriate 3-year National degree or diploma. Experience: Appropriate experience of demand management, with strong data analysis skills. Appropriate experience in an analytical and reporting role. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Knowledge of BAS, LOGIS and/or SYSPRO preferred but not essential. Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Strong numerical and analytical skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National & Provincial Treasury Regulations.
- DUTIES** : Ensure that annual and quarterly demand management plans are submitted by Institutions, consolidated into a departmental plan and submitted to the Treasury in keeping with the annual and quarterly requirements of the Treasury. Identify opportunities for increasing the range or scope of transversal contracts concluded by commodity management teams, incl. providing expenditure analysis to commodity teams in support of their acquisition and contract management activities. Maintenance of the Departmental Contract Register using information from procurement plans and other sources. Human Resources management – demand management team.
- ENQUIRIES APPLICATIONS** : Ms S Makotanyane at 083 717 6573
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 November 2022
- POST 42/288** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Overberg District
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
Hermanus CDC
Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration. Appropriate proven Supervisory experience. Appropriate experience in PHCIS, Tier.net, IPWISS, Clinicom, SINJANI & Ideal Health Facility. Appropriate experience in SPMS, PERMIS. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Management support to Facility Manager, PHC, Admin Clerks, staff, and Community Health Centre. Provisioning of an effective Administration and Support Service. Provisioning of an effective Health Information Management System. Management of all disciplines in respect of Resources. Effective facilitation and monitoring of Human Resource Management. Effective Records Management.
- ENQUIRIES APPLICATIONS** : Ms MA Samuels Tel No: (028) 313-5301
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.
- CLOSING DATE** : 18 November 2022

- POST 42/289** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**
Cape Winelands District
- SALARY** : Grade 1: R260 760 per annum
Grade 2: R320 703 per annum
Grade 3: R388 974 per annum
- CENTRE REQUIREMENTS** : Cape Winelands District Office, Worcester
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Proof of registration with the SANC as a Professional Nurse. Inherent requirements of the job: A valid (Code E/EB) drivers' license. Willingness to work overtime if requires. Must be willing to travel within the 5 sub districts of Cape Winelands District. Willingness to undergo Palliative Care training. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): The ability to interpret & implement policies and guidelines and must be able to work independently. Computer literacy (MS Word, PowerPoint, and Excel). Ability to speak, read and write at least two of the official languages of the Western Cape.
- DUTIES** : Provide optimal holistic palliative care. Establish functional Palliative care teams within the Cape Winelands district. Co-ordination and facilitate effective referral pathways amongst the consortium of care. Monitor and Evaluation of palliative care service within the district. Assist with orientation of new employees and Inservice training of holistic palliative care approach. Information management. Networking/partnerships and multi sectorial interaction and collaboration of with other relevant departments, programmes, and external stakeholders.
- ENQUIRIES** : Ms K Lucas Tel No: (023) 348-8100, email: Kathleen.Lucas@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. "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 on or before the day of the interview."
- CLOSING DATE** : 18 November 2022
- POST 42/290** : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum
- CENTRE REQUIREMENTS** : Head Office, Cape Town
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: A valid (Code B/EB) drivers' license. Willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Ability to do welding work. Knowledge of Laundry Equipment, Steam and calorifiers. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr DT Samuels Tel No: (021) 830-3772

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 : 18 November 2022

POST 42/291 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services (Metro West Hub, Zwaanswyk)

SALARY : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in 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 driver's license (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

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

ENQUIRIES : Mr JP Petersen Tel No: (021) 715-5921
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 : 18 November 2022

POST 42/292 : **ARTISAN PRODUCTION GRADE A TO C (BUILDING)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)

SALARY : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in 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 driver's license (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Sound knowledge of the SANS 10400 Building Regulation. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform necessary administrative functions, train and supervision of subordinates. Control over tools and materials. Maintenance and repairs by painting, glazing, and spray- painting of hospital buildings. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.

ENQUIRIES : Mr J Louw Tel No: (021) 830-3771
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 : 18 November 2022

POST 42/293 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Metro West District Hub, Retreat)

SALARY : Grade A: R193 512 - R214 770 per annum

		Grade B: R227 943 - R252 984 per annum
		Grade C: R266 109 - R329 580 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	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: A valid driver's license (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must be competent in metal inert gas (MIG) as well as Arch welding on various materials. Basic working knowledge of plant and equipment typically utilised in the healthcare environment.
<u>DUTIES</u>	:	Perform necessary administrative functions. Control over tools and materials. Training and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Matthews Tel No: (021) 715-5921
	:	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.
	:	18 November 2022
<u>POST 42/294</u>	:	<u>ADMINISTRATION CLERK: FINANCE/PAYMENTS</u>
		Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum
	:	Head Office, Cape Town
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject, and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA's). Experience: Appropriate experience in a Financial Accounting environment. LOGIS, BAS or any other payment system. Competencies (knowledge/skills): Computer literacy in Microsoft applications (Ms Excel and Ms Word). Good interpersonal relations, communications and organizational skills. Office administration. Excellent written and verbal communication skills in at least two of the official languages of the Western Cape. Knowledge of: Public Finance Management Act (PFMA) and National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Receive and Pre-audit of BAS/LOGIS payments. Maintain a payment tracking tool to ensure payments are processed within 30 days from receipt of an invoice as required in section 38(1)(f) of the Public Finance Management Act (PFMA). Administering the payment stub/remittance process. Document Control and safekeeping of processed payments. Compile, update and manage supplier reconciliation statements. Receive, manage and process Inter departmental claims payables. Assist with inputs to the Interim/Annual financial statements. Monthly IYM reporting on claims payable.
<u>ENQUIRIES</u>	:	Mr R Swanson Tel No: (021) 483-6754 or email: Robin.Swanson@westerncape.gov .
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
<u>CLOSING DATE</u>	:	18 November 2022
<u>POST 42/295</u>	:	<u>ARTISAN ASSISTANT</u>
		Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum
	:	Oral Health Centre, Tygerberg/MP
	:	Minimum educational qualification: Grade 10/Std 8 or equivalent. Experience: Appropriate experience in a Workshop environment. Inherent requirement of the job: Valid (Code B) driver's license. Ability to do strenuous physical labour. Competencies (knowledge/skills): Knowledge of Dental equipment and ability

- to carry out repairs on various Dental equipment and Dental Laboratory equipment. Basic knowledge of electrical (light and heavy current), mechanical, plumbing, carpentry, painting and other basic functions of an Artisan Assistant. Knowledge of Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Elementary maintenance, installation and repair works on Dental equipment. Effective support to Supervisor. Elementary maintenance, installations, repair modify and manufacture items, equipment and machines under the supervision of the Supervisor. Manage the use of stock, materials and equipment. Inform on serviceable and/or unserviceable equipment. Responsible for basic administration work as well as completing job cards.
- ENQUIRIES** : Mr Z. Issack Tel No: (021) 370 4424/021 937 3021
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 : 18 November 2022
- POST 42/296** : **TRADESMAN AID**
- SALARY** : R124 434 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate tradesman experience in building, machinery and carpentry equipment. Inherent requirements of the job: Ability to do hard physical work. Willingness to travel and work overtime. Competencies (knowledge/skills): Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. 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, perform minor repair and maintenance of buildings, machinery, equipment and apparatus. Perform various basic maintenance duties in the workshop, on the grounds and clear areas where work has been carried out. Assist with the Maintenance and repair of carpentry installations. Control, manage and safekeeping of tools, stock and equipment in the workshop and carrying, loading and off-loading of tools as well as material. Clean workshop and assist with repairs and maintenance functions effectively and provide support to senior artisan Identify maintenance and repair needs, and ensure that tools and material are available when needed and taken care of.
- ENQUIRIES** : Mr L Johnson Tel No: (021) 658-5481
APPLICATIONS : The Human Resource Department, Nurse's Home First Floor, Red Cross War Memorial Children's Hospital.
- FOR ATTENTIONS** : Ms N Charles
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 November 2022
- POST 42/297** : **PORTER (X2 POSTS)**
(Chief Directorate: Metro Health Services)
- SALARY** : R104 073 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate Porter experience in a health facility. Inherent requirement of the job: Willingness to work shifts and over weekends and public holidays. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs, in/out of vehicles. Prepared to work in all departments / wards in hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist and accompany patients and transport patients per wheelchair/trolley/bed from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to/from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with checking and replacing of medical gas in wards/treatment areas and assist with shifting/ transporting of medical equipment and report any defects. Respond to request from

wards/departments and transport blood and blood products to/from blood Bank to Mowbray Maternity Hospital with GG transport.
ENQUIRIES : Mr B Arrison Tel No: (021) 659-4973
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 : 18 November 2022

POST 42/298 : **LINEN STORES ASSISTANT**
 West Coast District

SALARY : R104 073 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in Laundry and linen management. Inherent requirements of the job: Ability to do physically hard work. Ability to stand for long hours. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues and the public. Ability to read, speak and write in two of the three official languages of the Western Cape. Basic knowledge of safe use of laundry machinery and equipment. Sound knowledge of infection control.

DUTIES : Provide a professional linen and clothing service to the institution Ensure effective and efficient stock control. Followed and maintained hygiene and safety regulation standards. Provide support to wards and other department.

ENQUIRIES : Ms A Adams Tel No: (022) 814 0031
APPLICATIONS : To the Manager: Medical: Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Ms DI Links
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 November 2022

POST 42/299 : **DRIVER (LIGHT DUTY VEHICLE)**
 Directorate: Engineering and Technical Support Services (Metro West Hub, Zwaanswyk)

SALARY : R104 073 per annum
CENTRE : Head Office
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Inherent requirement of the job: A valid driver's license (Code B/EB) and valid PDP. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Willingness to work afterhours and perform standby duties.

DUTIES : Ensure that vehicles, stock, and documentation pertaining to the workshop are timeously transported, delivered, and documented. Perform and assist with administrative functions for the component. Performing of standby after hours when required. Ensure accurate update of Logbooks and trip authorities for each trip of workshop fleet. Report any problems or deficiencies regarding vehicles of workshop fleet to supervisor.

ENQUIRIES : Ms A van Niekerk Tel No: (021) 370-1119
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 November 2022

DEPARTMENT OF SOCIAL DEVELOPMENT

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 : 21 November 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by

the EE targets of the employing department. 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 42/300 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (OUTENIEKWA)**
REF NO: DSD 68/2022

SALARY : Grade 1: R260 760 - R302 292 per annum; (OSD as prescribed)
Grade 2: R320 703 -R368 307 per annum; (OSD as prescribed)
Grade 3: R388 974 - R492 756 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing(quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms B Nicholas Tel No: (044) 803 7508

POST 42/301 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES REF NO: DSD 63/2022**

SALARY : Grade 1: R220 923 - R256 113 per annum, (OSD as prescribed)
Grade 2: R269 301 - R312 183 per annum, (OSD as prescribed)
Grade 3: R328 101 - R438 945 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government:
Beaufort West (X1 Post)
Laingsburg (X1 Post)

REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification(National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-

		empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr K Mazaleni Tel No: (044) 814 1925
<u>POST 42/302</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (LINDELANI) REF NO: DSD 64/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R202 176 per annum, (OSD as prescribed)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery.
<u>DUTIES</u>	:	Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
<u>ENQUIRIES</u>	:	Ms D Baugaard Tel No: (021) 826 5972
<u>POST 42/303</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (LINDELANI) REF NO: DSD 65/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R159 603 - R179 637 per annum, OSD as prescribed
	:	Department of Social Development, Western Cape Government
	:	A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of

daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

POST 42/304 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 69/2022**

SALARY : Grade 1: R150 438 – R169 332 per annum, (OSD as prescribed)
Grade 2: R179 637 –R202 176 per annum, (OSD as prescribed)
Grade 3: R214 494 – R269 301 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. **Or Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rdacademic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Mr R Macdonald Tel No: (027) 213 2096

POST 42/305 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 66/2022 (X5 POSTS IN CLANWILLIAM)**

SALARY : Grade 1: R143 073 – R159 603 per annum, (OSD as prescribed)
Grade 2: R169 332 –R190 575 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A Grade 12 qualification (Senior Certificate or equivalent qualification)
Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows

for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES : Ms U Siebritz Tel No: 072 159 2858

POST 42/306 : **NURSING ASSISTANT: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 67/2022**

SALARY : Grade 1: R134 514 - R151 401 per annum, (OSD as prescribed)
Grade 2: R159 198 -R179 175 per annum, (OSD as prescribed)
Grade 3: R190 071 - R233 763 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.

DUTIES : Assist patients with the following activities: Daily living (physical care): Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms S Smith Tel No: (021) 940 8962

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 21 November 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 42/307 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 1) REF NO: TPW 143/2022**

SALARY : Grade A: R728 829 - R777 771 per annum, (OSD as prescribed)
Grade B: R821775 - R885 303 per annum, (OSD as prescribed)
Grade C: R939 621 - R1 106 814 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.

DUTIES : Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of in house projects; Manage acceptance and quality control procedures and compile design standard specifications for in house projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.

ENQUIRIES APPLICATIONS : Mr S. Bain Tel No: (021) 863 2020
: 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 42/308 : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION REF NO: TPW 160/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in Supply Chain Management. Competencies: Good understanding of the following: Appropriate in-service training courses in LOGIS and provisioning procedures; Asset Control, store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Integrate Purchasing System(IPS);Applicable Treasury and purchasing delegations; Proven computer literacy skills; Planning and organising skills; Interpersonal relations; Ability to work under pressure and independently as well as in a team.

DUTIES : Performing LOGIS specific functions; The identification, making and recording of assets (Asset Control); Obtaining of quotations telephonically or via the Integrated purchasing system (IPS);Placing and follow ups of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; The reconciliation of accounts and accounts statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory, control, stores issues and a general administrative (help) function to users and chief users.

ENQUIRIES : Ms J Hicks Tel No: (021) 959 7700

- 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 42/309** : **STORES CLERK: SCM AND FLEET ADMINISTRATION (BELLVILLE) REF NO: TPW 165/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative, supply chain and stores experience. Competencies: A good understanding of the following: Logistical Information System (LOGIS), Electronic Purchasing System (EPS) or related systems; Functional knowledge and experience of National and Provincial government rules, regulations and legislation pertaining to supply chain management; Supply Chain Management, specifically applicable Stores functions; General office administration; Computer literacy (MS Office); Financial Systems i.e. Bas, Logis or related systems. Skills in the following: Managing interpersonal conflict and resolving problems; Project Management; Team and people oriented; Accounting/mathematical proficiency; Problem-solving ability.
- DUTIES** : Application of effective record keeping & control over stock-in-store; Responsible for obtaining quotations from suppliers and subsequent placement of orders; Regularly follow-up on outstanding orders and inform relevant Chief Users; Receipt and quality check of all incoming stock and issuing of all stock-in-store; Barcode inventory items and perform stock taking/inspections on a monthly basis; Assist with any other function in the supply chain channel as may be required or instructed by supervisor.
- ENQUIRIES APPLICATIONS** : Ms J Hicks Tel No: (021) 959 7700
: 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 42/310** : **STORES ASSISTANT: SCM AND FLEET ADMINISTRATION (BELLVILLE) REF NO: TPW 163/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)
: Department of Transport and Public Works, Western Cape Government
: ABET Level 4 (Grade 9 or equivalent qualification). Recommendation: Appropriate administrative experience; Working knowledge of Supply Chain Management. Competencies: Computer literacy; Verbal and written communication skills; Ability to carry heavy tools.
- DUTIES** : Responsible to assist the Store Clerk in receiving goods and packing neatly on the shelves; Issuing of stock; Assist with stock inspections; Monitor stock to place orders in time; Assist with other administrative tasks on request from supervisor.
- ENQUIRIES APPLICATIONS** : Ms J Hicks Tel No: (021) 959 7700
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (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. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.