

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Mrs. P. Mphahlele
- CLOSING DATE** : 02 December 2022
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 accordingly communicated by the Department. No faxed, e-mailed or late applications will be accepted. All shortlisted candidates will be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification.

OTHER POSTS

- POST 45/341** : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT**
REF NO: DD/PIM/2022
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration, Economics, Statistics or Information Management coupled with 3-5 years' proven experience in Monitoring and Evaluation field at junior/middle management level. Competencies: The following key competencies and skills are required for the position: Sound knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as advanced knowledge of research methodology, data management and analysis, policy development. The candidate should have well developed skills in collecting and analyzing data from varying data information systems, sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines and maintaining confidentiality.
- DUTIES** : The successful candidate will be responsible for the following duties: Monitor and evaluate and track provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP and SOPA). Produce high level analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities for reporting to national and provincial reporting structures. To monitor and analyse the implementation of the Annual Performance Plans of provincial departments. To coordinate, monitor and analyse performance reporting on national and provincial data systems. Manage and contribute to the

development of an integrated monitoring and evaluation report on performance analysis. Provide guidance and support to departments on the management of Performance Information / Pre-determined Objectives towards improving audit outcomes. To triangulate data from different M&E systems, as well as external M&E systems, and secondary data sources to provide a holistic picture of the performance of government and impacts on citizens. Contribute to the consolidation of sector development indicators towards the development of an Indicator Information Database. Develop reporting and monitoring matrixes relating to service delivery priorities. Compile detail quarterly and annual progress reports on the monitoring of successes and challenges of provincial priorities, sector priorities and plans. Support and guide departments through capacity building interventions. Represent the Performance Monitoring and Evaluation component at provincial forums and structures and contribute to the strategic and operational planning of the unit.

ENQUIRIES : Ms. S. Vallabh Tel No: (053) 838 2618
CLOSING DATE : 09 December 2022

POST 45/342 : **PRINCIPAL PERSONNEL OFFICER REF NO: PPO/HRA/2022**

SALARY : R269 214 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma or Bachelor's Degree/ BTech Degree coupled with 3-5 years' experience in Human Resources Administration. Knowledge of Public Service Act and Regulations, Basic Condition of Employment Act and key legislative prescripts related to Human Resource Practices. Proven extensive knowledge of the PERSAL System. Competencies And Skills: The following key competencies and skills are required for the position: In depth knowledge of Human Resource Administration practices and procedures; Ability to analyse PERSAL reports; Good written and verbal communication skills; Analytical skills, computer literacy, (MS word, excel and powerpoint); Sound supervisory skills, excellent interpersonal skills, communication, decision making and problem solving skills; Ability to develop written reports and action plans; Ensuring attention to detail in respect tasks; Ability to plan, prioritize and execute tasks in order of importance. Ability to maintain a high level of confidentiality; Conflict resolution skills; Facilitation and presentation skills. Self-motivated, highly organised and the ability to work under pressure and to display initiative; and the ability to interpret and implement directives.

DUTIES : The successful candidate will be responsible for the following duties: Manage day to day functioning of HR practices and ensure high quality of service. Supervise, plan and co-ordinate the work activities of Personnel Officers. Supervise staff by allocating and ensuring quality of work, personnel development; assessing staff performance and apply discipline. Ensure that all records, post establishment and HRA databases are maintained and updated regularly. Facilitate and administer recruitment and selection processes which includes the coordination of advertisement of vacant and funded positions, drafting of adverts, receiving and screening of applications. Ensure the facilitation of all logistical arrangements for shortlisting and interview processes. Provide a secretariat support service at shortlisting and interview sessions. Prepare shortlisting and appointment submissions. Facilitate Pre-Employment Suitability Checks (Reference Checks, Verification of Qualifications & Vetting). Facilitate post provisioning by ensuring the accurate capturing of transactions on PERSAL (Appointments, Promotions, Grade Progression, Translation in Rank, Transfers and MMS/SMS Packages). Update and maintain personal profiles on PERSAL. Prepare submissions for Transfers/ Promotions/Relocations. Approve transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics.

ENQUIRIES : Mrs. P. Mphahlele Tel No: (053) 838 2373

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

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

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

MANAGEMENT ECHELON

POST 45/343 : **CHIEF EXECUTIVE OFFICER: WESTERN CAPE REHABILITATION CENTRE**
(Chief Directorate: Metro Health Services)

SALARY : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: A valid driver's license and willingness to travel. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with proven skills and ability in the financial management of health services. Open-minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively, and appropriately to rapidly changing situations. Adaptive leadership capability.

DUTIES : Exercise leadership and overall governance, within the departmental strategic priorities and frameworks of Physical Rehabilitation at WCRC, including the Orthotic and Prosthetic Centre; as well as the leadership and overall governance of physical rehabilitation across the Metro area (which includes Intermediate /Transitional Care). Overall responsibility for Clinical Governance of the Western Cape Rehabilitation Centre, Orthotic Centre and Transitional (Intermediate) Care Services in the metro, ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management, Information Management and management of Support Services. Incumbent will be required to manage the health facilities efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the facilities appropriately in relevant internal and external governance interactions. Provide leadership support to the specific facilities and deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Hospital. Implement Health Policies and Protocols. Ensure effective and efficient liaison and coFinal Advert dated 26 Sept 2022 operation with all Service Providers in the geographic areas of responsibility as well as the Health Facility Board and representatives of the community, and other statutory bodies, as appropriate.

ENQUIRIES : Dr G Perez Tel No: (021) 815-8668

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 : 09 December 2022

OTHER POSTS

POST 45/344 : **MANAGER: MEDICAL SERVICES GRADE 1 (MEDICAL AND MEDICAL ANCILLARY)**
(West Coast District)

SALARY : R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Plus, a non-pensionable rural allowance of 18% of the basic salary).

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of three years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to do after hour's work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

DUTIES : Strategic and operational management of all health services in the Saldanha Bay Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Saldanha Bay Sub-district in order to ensure support of the patient centered experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Saldanha Bay Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.

ENQUIRIES : Dr AJ Hawkrige Tel No: (022) 487-9211 or Anthony.Hawkrige@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. Shortlisted candidates will be subjected to competency testing. "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 : 09 December 2022

POST 45/345 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)**
(Chief Directorate: Rural Health Services)

SALARY : Grade 1: R1 156 308 per annum
Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: **Grade 1:** None after registration with the HPCSA

as a Medical Specialist in Anaesthetics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent Requirements: Valid SA (Code EB/B) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.

- DUTIES** : Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
- ENQUIRIES** : Dr C van der Westhuizen Tel No: (023) 348-1100
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 December 2022
- POST 45/346** : **PHARMACY SUPERVISOR: GRADE 1**
(Garden Route District)
- SALARY** : R858 528 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mossel Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Valid driver's license (Code B/EB). Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Proven organizational and management skills. Ability to cope under pressure and maintain a high standard of professionalism. Ability and/or willingness to register as a tutor to train pharmacist interns and/or pharmacist's assistants.
- DUTIES** : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Effectively supervise the dispensing of pharmaceuticals in line with statutory requirements. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively represent the pharmacy at relevant meetings and ensuring effective lateral and vertical communication of relevant information. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.
- ENQUIRIES** : Dr J de G Botma, Tel No: (044) 604-6101
- 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 may be requested to perform a practical test.
- CLOSING DATE** : 09 December 2022

POST 45/347 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: GENERAL MEDICINE)**

SALARY : R464 466 per annum
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: Must be willing to perform after-hour and weekend duties. 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 : Mr A Mohamed Tel No: (021) 404-2071
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 : 09 December 2022

POST 45/348 : **CHIEF ARTISAN GRADE A (TECHNICAL SERVICES)**
Central Karoo District

SALARY : R404 052 per annum
CENTRE : Central Karoo District Office, Beaufort West
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. The following qualifications will be considered: Electrician / Electrical Fitter, Mechanical, Millwright / Fitter and Turner. A completed, full-term apprenticeship with recognized Trade Test Sealed Certificate, and minimum NQF3 in one of the trades listed. Experience: 10 years post qualification as an Artisan/Artisan Foreman level. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Prepared to travel in the entire Western Cape Province. Perform standby and overtime duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): 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 : Responsible for duties in the Central Karoo District. 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 : Ms A Jooste Tel No: (023) 414-3590

<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 may be subjected to a competency and/or computer test.
<u>CLOSING DATE</u>	:	09 December 2022
<u>POST 45/349</u>	:	<u>LECTURER: NURSING PROGRAMMES</u>
<u>SALARY</u>	:	Grade 1: R400 644 (PN-D1) per annum Grade 2: R492 756 (PN-D2) per annum
<u>CENTRE</u>	:	Western Cape College of Nursing (based at: Metro West Campus)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. Registration with SANC as an assessor and moderator. A relevant Master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine learners' competencies. Supervision of students.
<u>ENQUIRIES</u>	:	Ms YN Magerman Tel No: (021) 684-1202
<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 will be subjected to a competency test.
<u>CLOSING DATE</u>	:	09 December 2022
<u>POST 45/350</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (PROJECT MANAGEMENT)</u> (Chief Directorate: Emergency and Clinical Services Support) (4 Months Contract)
<u>SALARY</u>	:	R393 711 per annum, (Plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Emergency Medical Services, Pinelands Ambulance Base
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year diploma/degree or equivalent qualification. Experience: Appropriate experience in an Emergency Medical Services (or similar) environment. Previous appropriate experience as part of a departmental vaccination campaign with proven competency in Electronic Vaccination Data System (EVDS) and related processes. Appropriate Events or project management experience in planning, coordinating and executing projects of various nature. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel throughout the province, stay overnight when required and work overtime. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Excellent written and verbal proficiency in at least two of the three official languages of the Western Cape. Analytical, strategic thinking, creative, problem solving, excellent organising, administrative, presentation, organisational, leadership skills and managerial capabilities; ability to manage conflict and work under pressure, with multiple deadlines and diverse teams;

- ability to analyse, interpret and apply legislation, policies and prescripts. Knowledge of Budgeting and SCM processes and knowledge of National and Provincial instruments and legislation pertaining to Vaccinations including the Electronic Vaccination Data System (EVDS).
- DUTIES** : Management and Coordination of EMS community engagement programme inclusive of planning, budgeting, coordination and execution of strategy and projects. Project management of the EMS Vaccination programme (Vaxi-Taxi) inclusive of all planning, Monitoring and evaluation, project assurance and reporting. Workforce Planning, induction and supervision in support of addressing the project(s) needs and deliverables. Responsible for all legislative, administrative, governance and assurance of vaccinations and vaccine related documentation. Responsible for all budgeting, monitoring and evaluation and reporting as per conditions related to the conditions associated with the grant(s). Work closely with line, project, and programme managers to deliver on the project(s) objectives as determined by the EMS directorate as part of its community engagement strategy.
- ENQUIRIES** : Dr S De Vries Tel No: (021) 508-4523
- 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 expected to undergo an oral interview and/or a practical assessment.
- CLOSING DATE** : 09 December 2022
- POST 45/351** : **ASSISTANT DIRECTOR: HUMAN RESOURCES (ESTABLISHMENT AND ADMINISTRATION)**
Directorate: People Strategy
- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree (NQF level 6) in public service administration, human resource management or organisation development. Experience: Appropriate experience in respect of Establishment Administration, Implementation of OD-Reports and Management of the approved post list (APL) in terms of filled and vacant funded posts. Appropriate supervisory and/or managerial experience. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Power Point, OrgPlus, Outlook, PERSAL and Presentation skills. Skills in Research and analytical thinking, the ability to analyze information, solve problems and to prepare complex reports. 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. Strong managerial and supervisory skills and ability to manage subordinates. Sound planning, time management and organizing skills.
- DUTIES** : Manage the Establishment /Organisational changes. Manage the implementation of Organisational amendments in conjunction with the approved HF2 process. Manage the implementation of Organisational Design reports. Provide Establishment Statistics. Establishment training. Manage subordinates.
- ENQUIRIES** : Mr TBR Petersen Tel No: (021) 815-8797
- 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** : 09 December 2022
- POST 45/352** : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
(Chief Directorate: Rural Health Services)
- SALARY** : R331 188 per annum
- CENTRE** : Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Certificate in Electrical Artisanhip. Experience: 5 years' appropriate post-qualification experience in the relevant field of electrical. Inherent requirement of the job: Must have a valid wireman's licence. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and Power Point. Must be able to do fault finding and repairs on electrical/electronic equipment. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.
- DUTIES** : Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Management of budget and expenditure. Manage risks accordance to the OHS Act. Management of Human Resources.
- ENQUIRIES** : Mr C van der Westhuizen Tel No: (023) 348-1100
- 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. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.
- CLOSING DATE** : 09 December 2022
- POST 45/353** : **CASE MANAGER**
West Coast District
- SALARY** : R331 188 per annum
- CENTRE** : Vredendal Hospital
- REQUIREMENTS** : Minimum educational qualification. Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with Hospital / Health Facility, medical aid (funders), clinicians, and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products with excellent time management and training skills. Ability to link patient diagnoses with procedure codes and the ability to analyse and implement policies and knowledge of UPFS, Hospital Administration, Fees, Policies and procedures, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel).
- DUTIES** : Efficiently and effectively communicate and update clinical information for externally funder clients. Control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Coordinate the workflow processes between clinical and admin personnel. Supervision of patient administration, Admissions, Hospital Fees, and staff. Liaise with relevant role players in matters relating to patient administration, Hospital Fees, and Case Management.
- ENQUIRIES** : Mr RJ Meyer Tel No: (027) 213-2039
- APPLICATIONS** : The Manager Medical Services: Vredendal Hospital, Private Bag X 21, Vredendal, 8160.
- FOR ATTENTION** : Ms ME Tangayi
- NOTE** : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 09 December 2022

- POST 45/354** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
(West Coast District)
- SALARY** : R269 214 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management matters. Appropriate experience of PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration. Inherent requirements of the job: A valid (Code B/EB) driver's license (manual) (Proof to be submitted). Willingness to travel. Competencies (knowledge/skills): PERSAL Salary and Personnel administration certificate. Interpretation and implementation of HR and Payroll Policies, procedures and practices. Knowledge of Recruitment and Selection, Staff Performance Management System, Labour Relations and Human Resource Development. Computer literacy in MS Office (Word, Excel, Outlook) and PERSAL. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for co-ordination, supervision and control of Personnel and Salary Administration component as well as support to supervisor. Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, leave and administration in general. Audit and revise leave, SPMS, PILIR, Pension documentation and assist with Recruitment and Selection. Implement and monitor all allowance, disallowance, transversal personnel practices, employment practices, conditions of service and service terminations documentation. Monitor compliance with regard to HR policies, practices and prescripts. Assist with the compilation of the monthly CMI and quarterly Human resources Audit Action Plan as well as the monitoring and evaluation of audit reports.
- ENQUIRIES** : Ms JM Hattingh Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- FOR ATTENTION** : Ms ME Tangayi
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 09 December 2022
- POST 45/355** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R181 599 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management warehouse/stores environment. Appropriate Procurement experience. Competencies (knowledge/skills): Sound theoretical knowledge and experience of the Accounting Officer System (AOS) and Supply Chain Management. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of LOGIS, ESL, and EPS systems.
- DUTIES** : Manage acquisition of goods and services, through EPS, transversal tenders and other means as prescribed in the AOS and SCM delegations. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform general LOGIS system functions pertaining to Supply Chain Management. Assistance with IFS and AFS stock take processes. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.
- ENQUIRIES** : Mr SG Zembe Tel No: (044) 808-4560
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 : 09 December 2022

POST 44/356 : **ECM SCANNING OPERATOR (ENTERPRISE CONTENT MANAGEMENT)**
(Chief Directorate: Rural Health Services)

SALARY : R151 884 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/medical records. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Knowledge of Enterprise Content Management (ECM) Solution, knowledge of batching, preparation, scanning and quality assurance of files. Knowledge of correct processes for the handling of patient medical records. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to work under pressure, independently and in a team. Computer literacy (MS Office: Word, Excel and Outlook).

DUTIES : Ensure that returned folders are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning and scan folders. Deal with emergency requests for finalising of QA process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that standards are adhered to. File physical files in boxes. Support to supervisor and other departments.

ENQUIRIES : Mr C Cornelson Tel No: (044) 805-4524
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Ms LP Du Plessis
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

POST 45/357 : **HOUSEKEEPING SUPERVISOR (HOUSE MOTHER / HOUSE FATHER)**

SALARY : R151 884 per annum
CENTRE : Western Cape College of Nursing (based at: Metro West Campus)
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC) /Grade 9 (Std7). Experience: Appropriate experience in housekeeping duties. Supervisory experience in Nursing home environment. Competencies knowledge/skills: Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to do physical tasks. Good organising and communication skills. Ability to adhere to implement safety and hygienic standards. Ability to maintain disciplinary of Sub-Ordinates.

DUTIES : Constant supervision and control that residential areas, kitchen and campus are cleaned according to prescripts as well as serving of meals. The House Mother / House Father will provide the Head of Campus with monthly reports of the cleaning service rendered. The House Mother/House Father will arrange scheduled and unscheduled room inspections, monitoring access of students and all maintenance needs to be reported to the clerk. Adhering safety precautions and ensure that all personnel or students are well informed with regard to safety equipment. Rendering of an efficient housekeeping supervision function, i.e. supervise cleaning contact staff. Responsible for the ordering and control of cleaning and household items and equipment. The House Mother / House Father will ensure the implementation of all cost savings measures in terms of the function resorting within the portfolio. The House Mother / House Father will be responsible to refer all HR related matters concerning cleaners to the Head of Campus. Planning organising, co-ordination and monitoring residential activities.

ENQUIRIES : Mr. C Brown Tel No: (021) 831-5817
APPLICATIONS : Please submit your application to the Director: Peoples 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 : 09 December 2022

POST 45/358 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Chief Directorate: Rural Health Services

SALARY : R128 166 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum education qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate sterilizing & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including Weekends, public holidays, night duty, overtime as needed and be rotated. Overtime and relief work allocated to ensure effective provision of services, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Effective application of the sterilisation process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilise instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilisation equipment, washing machines, autoclaves to ensure all equipment in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
APPLICATIONS : The Chief Executive officer: George Hospital, Private Bag X6534, George 6530.

FOR ATTENTION : Ms LP Du Plessis
NOTE : No payment of any kind is required when applying for these posts. Short listed candidates may be subject to competency testing.

CLOSING DATE : 09 December 2022

POST 45/359 : **HOUSEHOLD AID (WASTE MANAGEMENT)**

SALARY : R107 196 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience appropriate waste management experience in a hospital environment. Inherent requirements of the job: Compulsory shift work, flexible hours, weekends, and public holidays. Physical, mentally, and emotionally fit to provide an essential service. Competencies (knowledge/skills): Ability to participate and work as part of a team. Maintain effective relationships with staff, patients and public. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Perform the internal transportation, handling, and disposal of waste. Aiming to meet waste reduction and recycling targets. Ensure the correct and safe waste methods of waste segregation, storage, transport, and disposal of waste. Ensure that waste is collected in the prescribed containers at the point of generation. Collection of all types of waste (HCRW, Domestic Waste and Recycle Waste). Ensure that HCRW boxes are weighted correctly according to weight limit and are sealed correctly in prevention of any Health Risks. Maintain good hygienic control over equipment and waste trolleys. Ensure that all waste areas are kept neat and locked when not in use. Assure proper and adequate assistance to our Service Providers and record keeping thereof.

ENQUIRIES : Ms M Fredericks Tel No: (021) 658-5195
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

POST 45/360 : **HOUSEHOLD AID (X2 POSTS)**
West Coast District

SALARY : R107 196 per annum
CENTRE : Swartland Hospital, Swartland Sub-district

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9304

APPLICATIONS : The Manager: Medical Services Swartland Hospital, Private Bag X2, Malmesbury, 7300.

FOR ATTENTION : Ms A. Groenewald

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

CLOSING DATE : 09 December 2022

POST 45/361 : **MESSENGER**

SALARY : R107 196 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in the duties of this post in a medical records registry. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads and walk all day. Must have the ability to safely operate a tow tractor/ Tow tug. Competencies (knowledge/ skills): Knowledge of folder management procedures. Good communication skills in at least two of the three official languages of the Western Cape. Basic Computer literacy.

DUTIES : Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Safely operate a tow tractor / tow tug.

ENQUIRIES : Mr WR Weeder Tel No: (021) 404-4056

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 : 09 December 2022

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 12 December 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

POST 45/362 : **ASSISTANT DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 64/2022**

SALARY : R393 711 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social and Administrative Sciences or related; A minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: Social policy expert/Children's Rights expert; LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge in the following: Social policy; Child rights; Research methodologies; Needs, interests and rights of children; Critical issues and challenges which children face; Public budgeting for child rights realisation; Stakeholders within the sector; Management Skills: Strategy monitoring and review processes; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Leading and Supervising; Skills: Conduct research and analysis; Interpret and apply relevant social policies and child rights; Understand and apply governance policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.
- DUTIES** : Support the championing of child rights by applying expert research skills; Conduct research with regards to the rights, needs and interests of the children in the Western Cape; Applying qualitative and quantitative research skills including sector specific research skills in child rights research methods such as public budget monitoring and child participation research. Initiate or conduct investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Supervise and provide guidance to level 8 staff regarding their roles and functions; Assist with the development of tools and implementation of policies and strategic frameworks; Promote lobbying on child rights issues within the Province; Develop information and advice tools on children's rights for persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Report on the activities of the Children's Commissioner.
- ENQUIRIES** : Ms D Reid - Donelle.Reid@westerncape.gov.za

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 12 December 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

- POST 45/363** : **OPERATOR (MACHINE): TECHNICAL SERVICES REF NO: TPW 184/2022 (X2 POSTS)**
- SALARY** : R181 599 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 or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Administrative; Project management; Relevant systems; Bizprojects; E-Works; Basic Accounting System (BAS); MyContent; SITS; Project support. Competencies: A good understanding of the following: Procurement procedures; Applicable legislations; Skills needed: Proven computer literacy (MS Office); Written and