

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

CLOSING DATE : 19 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 POSTS

POST 46/564 : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES) - GEORGE REF NO: AGR 59/2022**

SALARY : Grade A: R750 693 - R801 105 per annum, (OSD as prescribed)
 Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)
 Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : Engineering Degree (B Eng/ BSC (Eng)) in Civil Engineering; A minimum of 3 years post qualification engineering experience in water and irrigation is required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

DUTIES : Water and irrigation engineering; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr P Keuck at Tel No: (021) 808 5340
 : 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 46/565 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (RISK AND PERFORMANCE)- ELSENBURG REF NO: AGR 61/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree or equivalent); A minimum of 3 years supervisory level experience in Finance or Supply Chain Management working environment. Recommendation: Degree in Law, Auditing or equivalent. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; PFMA (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Instructions, etc.); Legacy System requirements and functioning; Record keeping procedures. Following skills: Computer literacy, Microsoft Office;

DUTIES : Written and verbal communication; Planning and organising; Liaison with personnel at all levels; Decision-making.
 : Performing a SCM compliance and Performance monitoring service; Rendering a General Management Service; Rendering a Financial Service; Monitor and review the capturing of all receipts, invoices, credit notes, back dated price increases and payment; Performing a System Administrative function; Performing a Bid Administrative function; Performing a Demand and Acquisition management function.

ENQUIRIES APPLICATIONS : Clint Starling at clint.starling@westerncape.gov.za
 : 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 46/566 : **SENIOR AGRICULTURAL ADVISOR: GRAIN (MALMESBURY) REF NO: AGR 62/2022**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
 : Department of Agriculture, Western Cape Government
 : An appropriate 4-year tertiary qualification/Honours (BSc Agric/BAgric Management or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years' experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of livestock, grain, alternative crops produced in the specific areas, also markets and value adding. Competencies: Knowledge of the following: Production of livestock, grain, alternative crops produced in the specific area, also markets and value adding; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication and reporting; Organisational, leadership and supervisory; Conflict management.

DUTIES : Supervise and lead staff in the office; Planning and implementation of economic, sustainable grain and pasture production systems; Project design, planning and management; Provide inputs for the compilation of grain and pasture enterprise budgets; Information on grain and pasture production; Recommendations regarding cultivars for different soil and climate combinations. Advise and train farmers on planting management and harvesting of grain and pastures; Interpretation of soil analysis and crop requirement for optimal recommendations for corrective actions; Relevant project evaluation within the monitoring and evaluation framework. Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate farmer's day, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agriculture sector; Facilitate relevant record keeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management Systems (AIMS) Facilitate, engage and provide inputs to Implementation Agencies and relevant Community Project Allocation Committees (CPACs) in the delivery and implementation of projects.

ENQUIRIES APPLICATIONS : Ms RF Horne at Tel No: (022) 433 8903
 : 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>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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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OTHER POST

- POST 46/567** : **ASSISTANT DIRECTOR: TOURISM SECTOR REF NO: DEDAT 21/2022**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/Tourism/Law or Public Administration; A minimum of 3 years relevant supervisory level experience (Project management relating to tourism, economic development, public administration, or law; The tourism industry; Regulatory environment); 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: Tourist Guiding industry; Supervision of staff; Compiling information for newsletters; Working with SMMEs. Competencies: Knowledge of the following: Tourism Second Amendment Act (3 of 2014) and applicable policies and procedures; Skills needed: Problem-solving; Decision making; Creative thinking; Applied strategic thinking; Computer literacy in MS Office Package; Communication skills (written and verbal); Networking; Ability to work independently and as part of a team.
- DUTIES** : Facilitate, support and implement an enabling environment for tourists in terms of the National Tourism Second Amendment Act (3 of 2014). Provide an administrative service for the unit to improve sector competitiveness and development; Facilitate the development of sector strategies and policies including the implementation thereof; Maintain networks with key stakeholders and support horizontal and vertical alignment with the tourism sector; Support and implement the market growth and promotion of the tourism sector; Participate in the unblocking of opportunities in order to achieve strategic outcome; Human Resource and Financial Management.
- ENQUIRIES** : Ms H Nelson at Tel No: (021) 483 9442

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 46/568** : **HEAD CLINICAL UNIT GRADE 1**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R1 807 380 per annum
- CENTRE** : Forensic Pathology Service, Division: Forensic Medicine (Tygerberg/University of Stellenbosch).
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: A minimum of 3 years' appropriate experience as a Forensic Pathologist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Appropriate clinical experience within an academic Forensic Pathology Environment. Appropriate experience to train and

supervise staff and students. Inherent requirement of the job: Valid (Code B/EB) driver's license, (manual transmission driver's license) and willingness to travel within the province when required. Competencies (knowledge/skills): Strong leadership qualities, motivational skills, decision making, organisational and planning skills, with the ability to work under pressure. Appropriate knowledge and understanding of the Public Sector Policies (National and Provincial) governing Human and Physical Resource management, strategic management, financial management, Management of Labor Relations and the application thereof when applicable. Experience organizational change management. Understanding of quality assurance and strong commitment to high service standards. Ability to inform service delivery with academic and research incentives and outputs. Managerial experience would be advantageous. Organizational change management experience would be advantageous.

DUTIES

: Management Support to Head Clinical Department: Assistance with the administrative and executive functions of the Division and deputising for the Head Clinical Department when necessary. Assistance with clinical duties and incentives in the division that aims to improve clinical practice and service impact, as guided by the Head Clinical Department governance. Forensic Pathology Officer and Forensic Pathology Laboratory management liaison/ staff guidance and training: Advise and assist the Provincial Government of the Western Cape, Department of Health with the professional development of the Forensic Pathology Service, with guidance and instruction of junior medical staff, as well as Forensic Pathology Officer staff. Academic Component, teaching and training: Provide an effective support to the Head of the Division with regards to all undergraduate and post graduate academic functions of the Division, including active participation in all the academic activities within the Division. Maintain a strong, at least service delivery-based research portfolio. Service Delivery, Autopsy Practice: Forensic postmortem examinations and completion of all investigations and documentation related thereto. Perform and advise on forensic autopsies, postmortems as well as assistance with autopsies as required at the Tygerberg Forensic Pathology Laboratory, within the consultation area of the Division including the Westcoast, Winelands and Winelands Overberg Geographic Service Areas as required. Service Delivery: Death Scenes, Assistance to SAPS, Court Medical Jurisprudence: Attend crime scenes, present evidence to court, assess medico-legal reports, inquest dockets, and advise the state prosecutors involved in the assessing of forensic inquests, including proposals for the appointment of expert witnesses and assessors.

ENQUIRIES

: Dr J Verster Tel No: (021) 931-8043

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

: 19 December 2022

POST 46/569

: **MANAGER: MEDICAL SERVICES GRADE 1**
Chief Director: Rural Health Services

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 candidates to participate in a system of remunerated commuted overtime in a clinical area).

CENTRE

: Worcester Regional Hospital

REQUIREMENTS

: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of three-years of appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness and skills to do work after hours in a clinical area. Ability and willingness to be available for emergencies / mass incidents. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation, and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Excellent communication in at least two of the three

official languages of the Western Cape (written, verbal) and conflict management skills. Proven computer literacy with proficiency in MS Word, Excel, and PowerPoint with the ability to understand and analyze statistical and financial information.

DUTIES : Provide strategic clinical management and leadership for Worcester Hospital, aligned with Provincial and National directives. Strategic, operational, and financial management of all clinical services. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Effective, efficient human resource management and planning. Ensure teaching, training, and development programs for all categories of clinical staff. Participate in strategies to strengthen the district health care system in Overberg and Cape Winelands East Districts and coordinate Worcester Hospital's outreach program.

ENQUIRIES : Ms E Vosloo Tel No. (023) 348-1113 or email: Elbie.Vosloo@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. Short-listed candidates will be subjected to a competency test.

CLOSING DATE : 19 December 2022

POST 46/570 : **INDUSTRIAL/ORGANISATIONAL PSYCHOLOGIST: GRADE 2**
Directorate: People Strategy

SALARY : Grade 2: R870 231 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: Master's Degree in Industrial/Organisational Psychology (NQF 9) that allows registration with the Health Professions Council of South Africa (HPCPSA) as Industrial Psychologist. Registration with a professional council: Registration with the Health Professional Council of South Africa as Industrial Psychologist. Experience: Minimum of 8 years' relevant experience after registration with the HPCSA as an industrial Psychologist. Inherent requirements of the job: A valid Code B/EB driver's licence. Competencies (knowledge/skills): Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Deciding and Initiating Action, Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising; Applying Expertise and Technology; Analysing; Delivery Results and Meeting Customer Expectations; Writing and Reporting. Professional Judgement and Decision-Making; Critical Reasoning; Proficient in Presentation Development and Delivery; Appreciative Enquiry; Conceptual Thinking ; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer literacy; Research and Development ; Project Management; Facilitation Skills; Change Management; Project Management; Interpersonal Skills and Conflict Management; Capability to work with competency assessment tools and related systems. Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Ethical Code of Conduct for Practitioners registered under the HPA (Annexure 12 – Psychologists); Scope of Practice of Psychology, 2018 (as per HPA); HPCSA Form 160 – Internship Guidelines for Supervisors, Interns and Academic Institutions; HPCSA Form 218 – Requirements in respect for Internship Programmes for Industrial Psychology; Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA Policy guideline on Classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; ITC Guidelines on computer-based and internet delivered assessments and assessment of diverse populations, 2018 ; Training regulations of the Professional Board of Psychologists. HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Proven knowledge of the Public Sector administration and understanding of provincial government functioning; Proven knowledge of the Public Service Act and Public Service Regulations, 2016; Knowledge of Organisational Behaviour methodologies, tools and assessment-related processes to perform diagnostics in terms of leadership development and organisational culture.

<u>DUTIES</u>	:	Provide professional, behavioural science expertise in the development and implementation of the People Strategy, aligned to the reset and transformation agenda of the Department. Aligned to the Scope of Practice for IOP “enhancing the behaviour and functioning of people, groups, and organisations to assist people pursuing meaningful and enriching work. By applying psychological principles in the assessment diagnosis and intervention of human behaviour and to facilitate organisational flourishing”. Provide a conceptual framework for the People Strategy. Develop the detailed People Strategy aligned to the Reset and Transformation agenda of the Department. Drive the People Strategy implementation in the Department. Aligned to the Scope of Practice for IOP: “intervening in issues of critical relevance to organisations, including: Provide expert advice and/or opinions on issues of critical relevance in various People Management areas. Integrate expert knowledge to produce thorough inputs, guidelines and tools in the Chief Directorate People Management, drawing from emerging theories, models, principles and applied IOP practices. Keep up to date with peer-reviewed publications and thought leaders in the field. Aligned to the HPCSA prescripts on supervision and development of future IOPs to transform and grow the field is imperative through professional internship programmes: Take up the role of supervising psychologist for professional intern IOPs placed in the Department. Assist in mentorship and guidance of professional IOP interns towards future work prospects in the public service and elsewhere. Be an exemplar to professional IOP interns of the Code of Conduct for IOPs as well as the IOP Oath (SIOPSA). Assist professional IOPs with the completion of their internship with the Professional Board of Psychology at the HPCSA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Shade Tel No: (021) 483-3717
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>CLOSING DATE</u>	:	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. 19 December 2022
<u>POST 46/571</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (STAFF/OCCUPATIONAL HEALTH CLINIC)</u>
<u>SALARY</u>	:	Grade 1: R858 528 per annum Grade 2: R981 639 per annum Grade 3: R1 139 217 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Office of the Chief Director: Metro Health Service Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of Health risk management (HRA, Occ. Hygiene report assessment). Knowledge of Medical Adjudication (return to work

<u>DUTIES</u>	:	medicals) and District Health services. Post Graduate Diploma in Occupational Health (DOH) as an advantage.
	:	Establish, manage Occupational Health service and Monitoring and evaluation of all occupational illnesses and injuries. Hazard identification and risk management and Workplace Health Risk Assessments (HRA) and development of occupational risk exposure profiles. Policy Review, Formulation, Maintenance and Disseminate policies and procedures to enhance the safety of staff in the institute. OHS Services management, administration, and Governance of management structures. Provide occupational health technical input on procurement, education and training within areas of control, develop staff literacy on occupational Health and Safety principles, practices and guidelines within the district and the facilities. Documentation, Data management and reporting.
<u>ENQUIRIES</u>	:	Ms N Raymond Tel No: (021) 815-8896
<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. "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." This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for a change in registration status).
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/572</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: THEATRE; OBSTETRICS; PAEDIATRICS; NEONATOLOGY; INTENSIVE CARE; EMERGENCY CARE; PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R642 942 per annum (PN- B4)
<u>CENTRE</u>	:	Worcester Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification, with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing or Medical and Medical and Surgical Nursing Science: Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Trauma and Emergency or Advanced Psychiatric Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness and ability to act for another member of the Nurse Management team – including night duty. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health & Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial & leadership skills and values aligned with the Department of Health: integrity, innovative visionary, catalyst for change, self-awareness & confidence, delegation, accountability, problem solving & decision making, conflict

resolution, interpersonal, communication and supervisory skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management) and passionate about people development. Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Management all aspects of human resources – including people development and labour relations. Management of material and financial resources – including bed management. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Ms RM Bezuidenhout Tel No: (023) 348-1104
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 may be subjected to a practical and / or competency test.

CLOSING DATE : 19 December 2022

POST 46/573 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
 Chief Directorate: Metro Health Services

SALARY : R642 942 per annum (PN-B4)
CENTRE : Mfuleni Community Day Centre, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a 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 reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid Code B/EB drivers' license. Willingness to work after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions.

DUTIES : Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs and co-ordination of Students from Higher Education Institutions as well as NPOs. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health Technology and Support. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.

ENQUIRIES : Ms C Steyn, cell no: (082) 650-1049, email: Cheryl.Steyn@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 may be subjected to a competency assessment.

CLOSING DATE : 19 December 2022

- POST 46/574** : **OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE**
(Central Karoo District)
- SALARY** : R588 378 per annum (PN-B3), (Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Laingsburg Clinic, Laingsburg Sub-district
- 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 and midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Speak 2 of the 3 official languages of the Western Cape. Valid driver's (EB/B) licence. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Competencies (knowledge/skills): Good interpersonal and leadership skills and strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies as well as computer literacy (MS Word and Excel).
- DUTIES** : Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement and collect, verify and submit accurate statistics timeously.
- ENQUIRIES** : Ms N Bhistolli Tel No: (023) 814-2015
- 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** : 19 December 2022
- POST 46/575** : **OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : R464 466 per annum (PN-A5)
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. 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 the SANC in General Nursing. Inherent requirements of the job: Flexibility to perform official after-hour and weekend standby duties for the hospital. Willingness to work night shifts, act on behalf of supervisor and work in Covid19 areas. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Managerial & leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness & confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal & communication skills, Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook) Extensive knowledge in general nursing, infection prevention and control and quality assurance. Knowledge of relevant legislation pertaining to labour relationships,

		nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.
<u>DUTIES</u>	:	Overall responsible for the coordination and delivery of quality nursing care within the functional business unit (FBU) and overall coordination of the discharge lounge. Development, monitoring and implementation of policies, guidelines, standards, procedures and regulations within nursing. Management of human resources – including staff performance, people development and labour relations. Management of material and financial resources – including bed management. Effective functional business unit management and information management to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms RM Bezuidenhout Tel No: (023) 348-1104
<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 practical and/or competency test.
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/576</u>	:	<u>OPERATIONAL MANAGER (GENERAL): GENERAL SURGERY</u>
<u>SALARY</u>	:	R464 466 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<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 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 for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<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>	:	19 December 2022
<u>POST 46/577</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: (COMPREHENSIVE PHC SERVICES)</u> (Garden Route District)
<u>SALARY</u>	:	R464 466 per annum (PN-A5)
<u>CENTRE</u>	:	PHC and Support and Outreach (stationed in Uniondale)
<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 and Midwifery. (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). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as

		Professional Nurse with SANC in General Nursing and Midwifery. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife as proof of current registration. Inherent requirement of the job: Valid (Code B/EB) drivers' licence 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 George Sub-district in the Uniondale area 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 George Sub District in Uniondale Cluster 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: Relief function in PHC-services as a Professional Nurse, Implement and Coordinate school Health Program.
<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>	:	19 December 2022
<u>POST 46/578</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: GRADE 1 (INFECTION PREVENTION AND CONTROL)</u>
<u>SALARY</u>	:	R464 466 per annum (PN-A5)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<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. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to promote quality patient care through research, policy review and formulation of standard setting, implementation and monitoring of standards. Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS Office.
<u>DUTIES</u>	:	Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Groote Schuur Hospital. Initiate, co-ordinate and implement an in-service training programme, awareness drives and outreach initiatives for infection control principles for the institution and/or designated area. Initiate, develop and research best care practices within the quality assurance department. Deliver a comprehensive IPC support service to the institution. Maintain a systematic policy formulation and review mechanism for the institute. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms N Diedericks Tel No: (021) 404-6367
<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>	:	19 December 2022

<u>POST 46/579</u>	:	<u>SOCIAL WORK SUPERVISOR</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R401 691 per annum
<u>CENTRE</u>	:	Worcester Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Bachelor's Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2022/23. Experience: A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Advanced knowledge, skills and experience in health-related social work. Ability to lead supervise and work in a social work team and as a member of a multi-disciplinary team in a general specialist acute health care setting. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Lead, coordinate and supervise the delivery of the Social Work Services and support institutional management. Provide social work services including psycho-social assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and the development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.
<u>ENQUIRIES</u>	:	Ms S Jaftha Tel No: (023) 348-6496
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/580</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R400 644 per annum (PNB1) Grade 2: R492 756 per annum (PNB2)
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and one of the following 1-year post-basic qualifications, namely, Critical Care Nursing or Emergency Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: The successful candidate will be required to work shifts, weekends, day/night duty and public holidays and to assist with additional relief functions in other departments. Must be willing and able to work overtime as required from time to time. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of subordinates. Knowledge of a Mental Health Care service within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively. Computer literacy.
<u>DUTIES</u>	:	Optimal holistic and safe specialised nursing care rendered. Deliver quality service to patients, their family and other health team members. Support all

other staff and promote staff wellness. Efficient and effective human- and financial recourse management. Participate in continuous health care improvement projects. Support to nursing management in efficient and safe completion of delegated tasks.

ENQUIRIES APPLICATIONS : Mr CB Olivier Tel No: (021) 860-2522/ 2839
: 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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General.

CLOSING DATE : 19 December 2022

POST 46/581 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CLINICAL NURSE TRAINING)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)

CENTRE REQUIREMENTS : Valkenberg Hospital
: Minimum educational qualification: Basic R425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: A Valid (Code B/EB) driver’s license. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience in nursing after Registration as Professional Nurse with the 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 the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Computer literacy. Good leadership and people management skills. Knowledge of legal framework and regulations regarding nursing practice. Report writing skills. The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Ensure effective implementation and compliance with relevant legislation/policies and procedures to maintain a high standard of nursing care. Facilitate and assist with the management of study leave, internal and external course allocation. Facilitate and implement an effective in-service training programme, and conduct nursing training needs analysis in the nursing department. Responsible for orientation, induction, mentoring and continuous education processes of nursing personnel including students in the nursing department. Responsible for student management processes. Responsible to represent the nursing department on the human resource and development training committee and any relevant supportive functions and committees.

ENQUIRIES APPLICATIONS : Ms L Marepula Tel No: (021) 826 5830
: 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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Advanced Psychiatric Nursing Science with the South African Nursing Council.”

- CLOSING DATE** : 19 December 2022
- POST 46/582** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R400 644 per annum (P N-B1)
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Wesfleur Hospital
- 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 Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a minimum of one-year experience after obtaining the additional qualification and registration with SANC in Advanced midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Computer literacy. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape.
- DUTIES** : Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention and Occupational Health and Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
- ENQUIRIES** : Ms LA Abrahams Tel No: (021) 816-500 or email: LeeAnne.Abrahams@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 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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Advanced Midwifery and Neonatal Nursing Science Theatre Nursing with the South African Nursing Council.”.
- CLOSING DATE** : 19 December 2022
- POST 46/583** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY) (X4 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Northern/Tygerberg Sub-structure (X1 Post)
Southern/Western Sub-structure (X1 Post)
Klipfontein/Mitchell’s Plain Sub-structure (X1 Post)

<u>REQUIREMENTS</u>	: Khayelitsha/Eastern Sub-structure (X1 Post) 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, accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupation Health. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that governs Occupation Health and Safety. Computer literacy skills (Microsoft office).
<u>DUTIES</u>	: Provide and maintain an effective Occupational Health and Safety Risk Management programme within the substructure. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the substructure. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.
<u>ENQUIRIES</u>	: Ms N Raymond Tel No: (021) 815-9986/ natasha.raymond@westerncape.gov.za
<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. "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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health Nursing Science with the South African Nursing Council."
<u>CLOSING DATE</u>	: 19 December 2022
<u>POST 46/584</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: OPERATING THEATRE) (2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R400 644 per annum (PN-B1) Grade 2: R492 756 per annum (PN-B2)
<u>CENTRE REQUIREMENTS</u>	: Red Cross War Memorial Children's Hospital, Rondebosch 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre Nursing Science. Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing 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 the specific specialty after obtaining the 1-year post-basic qualification in Operating Theatre. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing

		practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all patients in Theatre. Effective and efficient management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health and Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Operating Theatre Nursing with the South African Nursing Council."
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/585</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R400 644 per annum (PN-B1) Grade 2: R492 756 per annum (PN-B2) (Plus, non-pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE</u>	:	Oudtshoorn Hospital
<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 a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing 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 the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays, and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Leadership and people skills. Computer skills.
<u>DUTIES</u>	:	Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Responds to the rapidly changing Physiological and psychological status of complex emergency care patients. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently, and equitable whilst at the same time ensuring compliance to the requirements of professional an ethical practice. Maintain professional growth/ethical standards and self-development, compliance to. Participate in the planning, organization, and supervision of emergency nursing activities.
<u>ENQUIRIES</u>	:	Ms H Human Tel No: (044) 203-7203
<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. "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 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". "This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 19 December 2022
- POST 46/586** : **PROJECT MANAGER: ICT GOVERNANCE**
Directorate: Information Management
- SALARY** : R393 711 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year tertiary qualification National Diploma/B-Degree. Experience: Appropriate experience in Finance Management. Appropriate experience in Contract Management. Appropriate experience in Project Management. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's.
- DUTIES** : Provide finance management support services. Co-ordinate and implement ICT Governance. Manage vendor performance against contracts and Service Level Agreements. Manage allocated projects.
- ENQUIRIES** : Ms N Roodt Tel No: (021) 938-6209
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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
- CLOSING DATE** : 19 December 2022
- POST 46/587** : **ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1**
Chief Directorate: Rural Health Services
(6 Month Contract)
- SALARY** : Grade 1: R332 427 per annum, plus 37% in lieu of service benefits
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) in the Environmental Health Practitioner. Registration with a professional council: Registration with HPCSA as an Environmental Health Practitioner. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of SA qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- DUTIES** : Promote of a safe health care environment through monitoring and management of environmental- and occupational risks. Oversee hospital compliance with relevant environmental-, occupational and safety requirements, legislation, codes of practice, norms and standards. Support Occupational Hygiene compliance in the hospital. Support Infection Prevention and Control in the hospital. Effective administration of environmental health activities.
- ENQUIRIES** : Ms M Cillie Tel No: (044) 802-4498 or Marzanne.Cillie@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 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." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 19 December 2022
- POST 46/588** : **INDUSTRIAL TECHNICIAN SUPERVISOR (CLINICAL ENGINEERING)**
- SALARY** : R331 188 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: A National Diploma, (T, S or N Stream in Light Current Electrical- Engineering Field) or a B-tech degree in electronic engineering. Experience: Proven previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Inherent requirements of the job: Valid driver's licence (Code B/EB) and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within all Clinical Engineering disciplines. Do standby duties and handle after-hour calls. Competencies (knowledge/skills): Knowledge of medical imaging equipment maintenance is essential. Ability to fault-find and repair electro-mechanical and full electronic medical imaging equipment. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability and experience to manage plan and organise maintenance schedules. Possess accurate technical ability and insight in order to solve problems. Excellent ability to fault-find and repair down to component level. Computer literacy.
- DUTIES** : Carry out maintenance, repairs, routine inspection, and evaluation of medical imaging and related hospital equipment. General administrative duties as required by Clinical Engineering ie. Writing reports, specifications and record keeping of departmental activities and of medical equipment. Manage service contracts. Liaise with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Compile technical specifications for medical imaging equipment. Adhere to all hospital and legal requirements, protocols and procedures.
- ENQUIRIES** : Mr JD du Preez Tel No: (021) 938-4634
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 may be subjected to a competency test.
- CLOSING DATE** : 19 December 2022
- POST 46/589** : **CHIEF FOOD SERVICES MANAGER**
(Chief Directorate: Metro District Health Services)
- SALARY** : R331 188 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: National Diploma in Food Service Management, a BSc in Dietetics or an equivalent qualification. Experience: Appropriate experience in the hospital Food Services environment. Appropriate management and supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets and presentations on Microsoft computer programmes. Knowledge and skills regarding the operation of an industrial Food Service Unit. Proficient in at least two of the three official languages in the Western Cape.
- DUTIES** : Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks. Manage human resources. Manage finances.
- ENQUIRIES** : Mr DW Brecht Tel No: (021) 360-4635

<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be expected to complete a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/590</u>	:	<u>INDUSTRIAL TECHNICIAN SUPERVISOR (ELECTRONICS)</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A National Diploma, (T, S or N Stream in Light Current Electrical- Engineering Field) or a B-tech degree in electronic engineering. Inherent requirement of the job: Valid Code B (Code 08) driver's license with own reliable transport in order to perform standby and after hour call-out duties. Experience: Proven previous repair and maintenance knowledge and experience in Medical Equipment. Appropriate and advanced practical experience after qualification on medical equipment repairs. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do faultfinding on equipment. Good written and verbal skills in at least two of the three official languages of the Western Cape. Proven experience computer literacy (MS Access, Word and Excel). Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge are preferred.
<u>DUTIES</u>	:	Perform electronic and some mechanical repairs, routine maintenance, inspections, QA testing and evaluation of relevant medical equipment belonging to Tygerberg Hospital and any institutions under its control. Perform acceptance inspection and testing for new or donated equipment. Inform on serviceability of equipment. Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users, and statutory bodies. Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Perform incident investigations and inform supervisor of any hazards and/or recall and act on notifications. Maintain a detailed and accurate administrative system for example service history, expenditure, and tracking inventory. Responsible for the day-to-day functioning of the human and other resources under the post's control for example work distribution, prioritizing work and other supervisory functions. Administrative functions as required by the Clinical Engineering Department. Ensuring compliance of the OHS Act of 1993. Liaison with hospital personnel and private sector representatives. Responsible to the Unit Manager of the workshop and Training and monitoring of junior technical staff.
<u>ENQUIRIES</u>	:	Mr J du Preez Tel No: (021) 938-4634
<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 on day of interview.
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/591</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION SYSTEMS AND STUDENT SUPPORT</u> Directorate: Information Management, Tygerberg Hospital
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in management of educational and administration information systems related student support and administration. Inherent requirement of the job: A valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to communicate effectively in at least two official languages of the Western Cape Excellent verbal and written communication skills Good interpersonal and teamwork skills Proficient computer literacy (i.e., MS Word, Excel, PowerPoint Understanding of social media and marketing.
<u>DUTIES</u>	:	Ensure effective management and control of College IT assets and infrastructure. Maintain relevant and up-to-date information regarding college programmes through relevant social media. Provide effective and learner-centered information and library systems support. Support of College

compliance with Council on Higher Education programme accreditation requirements.

ENQUIRIES : Ms C Mabaleka Tel No: (021) 938-6270
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 : 19 December 2022

POST 46/592 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES DEVELOPMENT (PEOPLE MANAGEMENT)**
 Chief Director: Metro Health Services

SALARY : R331 188 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in HRM or related field. Experience: Appropriate experience in Human Resource Management, PERSAL, Recruitment and Selection and Human resource development. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In-depth knowledge and experience of the Recruitment and Selection Policies and Procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint, Outlook and PERSAL). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure efficient and effective control of personnel administration. Effective Human Resource planning and establishment control. Effective co-ordination and facilitation of Skills Development (HRD). Ensure an effective Recruitment and Selection service. Effective management of Staff Performance Management System (SPMS). Ensure efficient and effective of quality and risk management in HR. Ensure effective and efficient management of human relations.

ENQUIRIES : Ms CB Matthews Tel No: (021) 816-8557
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 : 19 December 2022

POST 46/593 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**

SALARY : R331 188 per annum
CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management and Environmental Health. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Project Management, Research, Policy Development and Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills and attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook) and good verbal and written communication skills. Ability to work with a multi-disciplinary team within the parameters of matrix management to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices.

DUTIES : Ensure WCGHW -METRO facilities comply with relevant Occupational Health and Safety and Health Care Waste Management requirements, legislation, codes of practice, standards, and norms. Investigate, report on, and assist with resolving Occupational Health and Safety and Health Care Waste incidents at facilities, manage and facilitate Occupational Health and Safety and Health Care Waste Management training at WCGHW – Metro facilities. Promote Occupational Health and Safety and Health Care Waste awareness at WCGH-Metro facilities and maintain a Health Care Waste Management database and develop reports. Development of policies, standard operating procedures, norms, and standards. Conducting site visits and inspections. Compilation of

reports and reports writing and collating information and maintaining databases.

ENQUIRIES : Ms N Raymond Tel No: (021) 815-8896 email: natasha.raymond@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. All short-listed candidates may be subjected to competency testing.

CLOSING DATE : 19 December 2022

POST 46/594 : **SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (SPMS)**

SALARY : R331 188 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Inherent requirement of the job: A valid driver's licence (Code B/EB). Experience: Appropriate supervisory experience in Performance management systems. Appropriate experience in personnel and salary administration. Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Sound knowledge of the SPMS, PMDS and OSD prescripts. Knowledge and experience in doing BAS payments. Knowledge of the PFMA and debt management and good numeracy skills. Good interpersonal and conflict resolution skills.

DUTIES : Manage and supervise of the Performance Management component with a very high workload, which are responsible for all SPMS & PMDS related matters. Implement and monitor the relevant policies, procedures, prescripts with regards to SPMS and PMDS. Provide assistance to clients, personnel, management and supervisors. Assist with and provide training and information sessions with regard to SPMS and PMDS. Provide assistance and secretarial support to the Pre- and Formal Moderating Committees and advice with regard to the strategic overview of the performance management process. Assist with and investigate grievances regarding performance management processes. Advise and assist with the dealing of poor performances, grade progressions and pay progressions Act as Systems Administrator of the Performance Management Information System (PERMIS). Complete ad-hoc tasks e.g. answer audit reports.

ENQUIRIES : Mr CA Lindsay Tel No: (021) 938-5856

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 : 19 December 2022

POST 46/595 : **SENIOR STATE ACCOUNTANT: AUDITOR (BILLING SYSTEM SUPPORT)**
Directorate: Management Accounting

SALARY : R331 188 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 4-year Diploma / or 3 - year Degree in a health-related field (or equivalent), registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate knowledge of clinical/ diagnostic procedures, clinical diagnoses, and treatment plans and the application thereof. Appropriate working experience in a clinical environment. Appropriate working knowledge of the private or public sector Health Care environment. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Working Knowledge of the Uniform Patient Fee Schedule, Hospital Fees Policies and Procedures, and the application thereof. Ability to interpret and apply financial policies, procedures, and prescripts. Ability to work independently and within a team and able to liaise at a high level. Ability to

- critically analyse data. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook).
- DUTIES** : Prepare audit documentation and invoices for scheduled audits as well as liaise with institutions to finalize audit requirements. Conduct evaluations with regard to the implementation, execution, and application of the Hospital Fees Policies and Procedures (UPFS) in order to determine the risks and to minimize such risks at the Hospital Fees Components of institutions in accordance with a predetermined evaluation programme. Compile and complete Audit reports timeously. Provide support at institutions with queries relating to the Uniform Patient Fee Schedule.
- ENQUIRIES** : Ms K Maritz, Cell no. (083) 686-1923
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 : 19 December 2022
- POST 46/596** : **ARTISAN FOREMAN: GRADE A (MECHANICAL)**
 Chief Directorate: Rural Health Services
- SALARY** : R318 090 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Certificate in Mechanical Engineering field. Experience: 5 years' appropriate post-qualification experience in the relevant field of Mechanical Engineering. Inherent requirements of the job: 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. 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 mechanical component, including preventative maintenance, repairs and report writing. Management of budget and expenditure. Manage risks accordance to the OHSA 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** : 19 December 2022
- POST 46/597** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT) (HOUSING, PILIR AND IOD OFFICES)**
- SALARY** : R269 214 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate experience in Personnel and Human Resource Management as applicable to Housing and managing and coordinating PILIR and Incapacity processes. Experience in all aspects of personnel administration. Supervisory experience. Competencies (knowledge/skills): Computer Literacy. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Good numeracy skills. Knowledge of the overtime system.
- DUTIES** : The management and supervision of staff within the Housing office, PILIR office and WCA/ IOD office with a very high workload. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of overtime authorisations for the Institution. Supervise, plan and co-ordinate these section with regards to the relevant

policies, procedures, prescripts about Housing, PILIR and IOD. Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). Act as revisor of Persal work. Completion of ad-hoc tasks for example the answering of audit reports and ordering of stationary for People Management component. Provide in-service training to personnel within the relevant section. Provide assistance to clients, personnel, management and supervisors.

ENQUIRIES : Mr D Rensburg Tel No: (021) 938-4905
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 : 19 December 2022

POST 46/598 : **INDUSTRIAL TECHNICIAN (ANAESTHETICS)**

SALARY : R269 214 per annum
CENTRE : Tygerberg Hospital, Parow Valley (Clinical Engineering Department)
REQUIREMENTS : Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Electronic Engineering. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Inherent requirements of the job: A valid driver's license (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within any Clinical Engineering discipline should it be necessary. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Computer literacy. Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Understand the functions of Clinical engineering.

DUTIES : Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Mr JD du Preez/Ms M Rossouw Tel No: (021) 938-4634
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 on day of the interview.

CLOSING DATE : 19 December 2022

POST 46/599 : **INDUSTRIAL TECHNICIAN PRODUCTION (INSTRUMENT WORKSHOP)**

SALARY : R269 214 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification National Diploma (T- N- or S- Stream) or a Btech degree (or equivalent) in Mechatronic Engineering. Experience: Appropriate experience in the repair and maintenance of medical equipment in a Clinical Engineering environment and be willing to be trained in-house on ongoing basis. Inherent requirements of the job: Candidate must have the ability and experience to operate mechanical machinery i.e. lathe, milling machine, etc. as well as repairing electronic equipment by making use of test equipment, i.e. a multi-meter. Active interest in Medical Equipment and repair and servicing thereof. Willing and able to perform physically challenging work. Willing to do all work allocated to you by Clinical Engineering management and even work in different workshops within Clinical Engineering if so required from time to time. Competencies (knowledge/skills): Computer literacy (including

excel and word). Proven ability in fault- finding and repair of medical equipment. Including, but not limited to, theatre tables, theatre lights, theatre drills, theatre instruments and other equipment maintained by Clinical Engineering. Good written and verbal communication in at least two of the three official languages of the Western Cape. Candidates must have experience to manage, plan and organise maintenance schedules on medical equipment. Knowledge of the Occupational Health and Safety Act.

DUTIES : Liaise with clients and colleagues with regards to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising of work and agree to allocation of work due to operational requirements as determined by Clinical Engineering management. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of related medical equipment (Could be after hours or weekends). Keep up to date records of equipment and activities including acceptance testing, marking and tracking. Ensure compliance with Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Mr JD du Preez/Ms M Rossouw Tel No: (021) 938-4634
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 on day of interview.

CLOSING DATE : 19 December 2022

POST 46/600 : **INDUSTRIAL TECHNICIAN PRODUCTION (X-RAY UNIT)**

SALARY : R269 214 per annum
CENTRE : Tygerberg Hospital, Parow Valley (Clinical Engineering Department)
REQUIREMENTS : Minimum educational qualification: National Diploma (T- N- or S- Stream) or a Btech degree (or equivalent) in Electronic Engineering. Experience: Appropriate experience in the repair and maintenance of medical Imaging equipment in a Clinical Engineering environment and be willing to be trained in-house on ongoing basis. Inherent requirements of the job: Willing to work overtime, perform standby and call-out duties. Valid (Code B/EB) drivers' licence and own reliable transport in order to perform call-out duties. Willing to do all work allocated to you by Clinical Engineering management and even work in different workshops within Clinical Engineering if so, required from time to time. Competencies (knowledge/skills): Proven ability in fault- finding and repair of medical Imaging equipment. Including, but not limited to, X-ray machines, ultrasound units and other equipment maintained by Clinical Engineering. Good written and verbal communication in at least two of the three official languages of the Western Cape. Repair and maintenance of X-ray/Imaging and related medical equipment. Knowledge of the Occupational Health and Safety Act. Good knowledge of IT networking. Computer literacy (including excel and word). Willing and able to perform physically challenging work. Candidate must have the ability and experience to repair electronic imaging equipment by making use of test equipment, i.e. a multi-meter and QA equipment. Active interest in Medical Imaging Equipment and repair and servicing thereof.

DUTIES : Liaise with clients and colleagues with regards to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising of work and agree to allocation of work due to operational requirements as determined by Clinical Engineering management. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of related medical equipment. (Could be after hours or weekends) Keep up to date records of equipment and activities including acceptance testing, marking, and tracking. Ensure compliance with Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Mr JD du Preez/Ms M Rossouw, Tel no: (021) 938-4634
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 on day of interview.

CLOSING DATE : 19 December 2022

<u>POST 46/601</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCES DEVELOPMENT (EPWP)</u> Directorate: People Development (12-Month Contract)
<u>SALARY</u>	:	R269 214 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate proven relevant experience of SSIG. Appropriate proven knowledge and understanding of SSIG. Inherent requirement of the job: A valid (Code B/EB) drivers' licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of EPWPRS. Experience in the implementation of SSIG. Experience in coordinating Inductions. Communication skills and telephone etiquette.
<u>DUTIES</u>	:	Engage with all relevant stakeholders and provide support where needed. Conduct Inductions and orientation of new intake. Capture all SSIG projects and its participants on EPWPRS. Collect and certify all supporting documents. Provide admin support for SSIG project manager. Monitor expenditure of SSIG via IYM and provide feedback to manager. Prepare all compliance reports including business plan and quarterly reports Monitor and provide constant update on SSIG expenditure. Conduct One on one visits with interns. Assist with the coordination of Career Expos.
<u>ENQUIRIES</u>	:	Ms A Bedeker Tel No: (021) 483-6297
<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. Applicants may be subjected to a competence assessment test.
<u>CLOSING DATE</u>	:	19 December 2022
<u>POST 46/602</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R268 584 per annum Grade 2: R330 324 per annum Grade 3: R400 644 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<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 Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Oral and verbal competency in at least 2 of the official languages of the Western Cape, of which English should be one. Computer Literacy. Physical and mental competency to perform the job. Willingness to undergo the Palliative Care Training. Able and willing to work clinically and after hours, including standby duties. Willingness to travel and in possession of a valid (Code B/EB) driver's licence. Willingness to provide training to the multi-disciplinary team members and other role-players. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, Responsive, Critical and Creative thinking, Complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive

health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.

- ENQUIRIES** : Ms RM Bezuidenhout Tel No: (023) 348-1104
- 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 interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 19 December 2022
- POST 46/603** : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Metro Health Services
- SALARY** : R181 599 per annum
- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, ward clerk management. Appropriate experience in Clinicom. Must have worked in a hospital environment. Inherent requirement of the job: Willingness to work shifts (day and night duty), weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills, and customer care. Knowledge of the information systems i.e., Clinicom.
- DUTIES** : Effective and efficient patient administration through liaison with clients, record keeping, documentation, filing, correspondence, and telephone enquiries. Effective and efficient patient administration including checking that all patients are admitted, discharged, and transferred on Clinicom/information system and that ICD10 code are captured. Ensure that all fees and administrative related documents are signed, ensuring availability of folders and necessary documents for admission. Management of material resources, assets. Management of admin duties in ward. Support to supervisor and colleagues with administration tasks.
- ENQUIRIES** : Ms E Van Tonder Tel No: (021) 360-4281 or email: Elmarie.VanTonder@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Short-listed candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 December 2022
- POST 46/604** : **ADMINISTRATION CLERK: SUPPORT (CLINICAL ENGINEERING)**
- SALARY** : R181 599 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate/Grade 12 certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge and skills): Must be fully Computer Literate (MS Access, MS Word, MS Excel). Knowledge/skills: Excellent communication skills, written and verbal in at least two of the three official languages of the Western Cape. Proven data capturing experience. Experience in pressure conditions while delivering a high output. Proven knowledge of finance/ procurement processes. Must be able of a typing speed of at least 50 words per minute high accuracy.

DUTIES : Provide professional, transparent and accurate administrative service. General office administration for the head of the department including filing, typing, faxing, copying, handling queries, keeping accurate leave records. To maintain an accurate tracking record system of all orders and payments received and dispatched from the Clinical Engineering Department. Receive and handle all visitors and hospital staff entering the department with professionalism and courteous behaviour. Provide optimal support to supervisor, colleagues, technicians and hospital staff in the department. Perform all secretarial functions for the Head of the department for example, making appointments, screen calls, taking accurate messages and receiving guests.

ENQUIRIES : Mr JD Du Preez Tel No: (021) 938-4634
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post. Candidates will have to do a practical test on the day of the interviews.

CLOSING DATE : 19 December 2022

POST 46/605 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District

SALARY : R181 599 per annum
CENTRE : Kayamandi Clinic, Stellenbosch Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work 8-hours (i.e. Monday - Friday) and also overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages in the Western Cape. Good interpersonal and communication skills. Computer literate (MS Word, Excel and Outlook).

DUTIES : Supportive administration functions and register patients on the Patient Administration System (PHCIS). Responsible for folder management: file, retrieve, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Data management and capturing. Supportive admin functions including e.g. preparation of folders for the next day, completion registers, etc.

ENQUIRIES : Ms M Muller Tel No: (021) 808-6109
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 may be subjected to a practical test.

CLOSING DATE : 19 December 2022

POST 46/606 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Cape Winelands Health District

SALARY : R181 599 per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Inherent requirement of the job: Computer literacy (i.e. MS Office package, e-mail and Internet). Competencies (knowledge/skills): Ability to effectively communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Knowledge of HRM Policies and Practices, Public Service Regulations and Collective Agreements. Ability to work under pressure and meet deadlines. Practical knowledge/understanding of PERSAL.

DUTIES : Perform all administrative duties pertaining to HR administration e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips and pay sheets, debt management, etc. Responsible for capturing all transactions on PERSAL. Handle personnel enquiries and correspondence (written and verbal) and filing of personnel records. Maintain relevant databases and registers (e.g. PILIR, RWOEE, Appointments and Service Terminations). Advise Sub-District staff, supervisors and Management with regard to Human Resource matters. Assist with SPMS, Recruitment and Selection Administration and HRD administration.

ENQUIRIES : Mr L Cornelius Tel No: (021) 808-6155

- 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 may be subjected to a practical test.
- CLOSING DATE** : 19 December 2022
- POST 46/607** : **ADMINISTRATION CLERK: SUPPORT (NURSING)**
Chief Directorate: Metro Health Services
- SALARY** : R181 599 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health-related environment and working with clients. Appropriate office management experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills, both verbal and written in two of the three official languages of the Western Cape. Ability to communicate with public and all stakeholders. Advanced computer literacy (MS Word, Excel, PowerPoint, Outlook). The ability to type approximately 20-25 words per minute. Problem-solving, conflict management, good planning, and organisational skills. Ability to maintain confidentiality. Able to function independently and within a multi-disciplinary team.
- DUTIES** : Deliver an effective administrative service to the Head of Nursing. Performing administrative duties, e.g. record keeping of all nursing personnel activities, typing, faxing, photocopying, filing, and minute taking. Manage telephone calls and managing diary (arranging appointments, meetings and bookings). Perform relief duties as requested. Complete daily, weekly, and monthly statistics, reports and data capturing. Ensuring office stationery is ordered. Accepting and managing donations.
- ENQUIRIES** : Ms G Mashaba Tel No: (021) 360-4408
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- CLOSING DATE** : 19 December 2022
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test
- POST 46/608** : **ADMINISTRATION CLERK: SUPPORT (OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services
- SALARY** : R181 599 per annum
CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in Secretarial and Office Administration in a Health environment. Inherent requirement of the job: Relief and other related duties. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and PowerPoint). Good organizational and interpersonal communication skills. Knowledge of Occupational Health and COIDA management experience is advantageous. Ability to work independently and execute duties accurately and thoroughly. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape and minute-taking skills.
- DUTIES** : Provide effective secretarial and administrative services. Perform reception duties, including dealing with staff, patients, and visitors (telephonic and walk-in). Create, register, and maintain stats databases for the compilation of monthly reports. Type documents, reports, and correspondence. Effective records management and administration of COIDA processes. Effective meeting management (minute taking, logistical arrangements).
- ENQUIRIES** : Ms N Raymond Tel No: (021) 815-9986
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 : 19 December 2022

POST 46/609 : **ADMINISTRATION CLERK: FINANCE / ADMIN (EXPENDITURE FINANCE)**
Chief Director: Rural Health Services

SALARY : R181 599 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : 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 focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a creditor's environment. Appropriate experience in capturing information on LOGIS and BAS systems. Inherent requirement of the job: Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (MS Office). Good communication and writing skills in at least two of the three official languages of the Western Cape. Knowledge of BAS and LOGIS systems. Systematic thinking and attention to detail.

DUTIES : Clearing suspense amounts and capture journals and payments on BAS system. Calculate and check subsistence and travel claims. Debt Management. Process LOGIS payments. Effective and efficient financial control of all financial transactions and Matters. Statement Reconciliation and document control.

ENQUIRIES : Mr X Damini Tel No: (044) 804-4401
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 : 19 December 2022

POST 46/610 : **LINEN STORE ASSISTANT**

SALARY : R151 884 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: 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. Unpack the linen bags, count the linen, record all the clean linen and pack out the linen onto the Linen Bank shelves. Handling of soiled and infectious linen. Followed and maintained hygiene and safety regulation standards. Provide support to supervisor, wards, and other departments.

ENQUIRIES : Ms S Kruger Tel No: (021) 685-5034
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 : 19 December 2022

POST 46/611 : **ARTISAN ASSISTANT: PAINTING**

SALARY : R151 884 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience of doing building maintenance and repairs by painting, glazing, and spray-painting equipment and furniture. Competencies (knowledge/skills): Good communication in two of the three official languages of Western Cape Province. Ability to plan (pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Carry out minor maintenance and repairs by painting, glazing, and spray-painting of hospital buildings. Assist with repairs and emergency breakdowns, and with the repairs of broken windows, furniture and equipment. Assist with

the planning and décor of new installations and alterations, control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan in the execution of their respective duties.

ENQUIRIES : Mr AK Mgcodo Tel No: (021) 404-6251
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 December 2022

POST 46/612 : **ARTISAN ASSISTANT: PLUMBING**

SALARY : R151 884 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge in Plumbing field. Inherent requirement of the job: Must be willing to do standby studies and work overtime. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication in two of the three official languages of Western Cape Province. Ability to plan (be pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Perform general plumbing duties and maintenance. Effectively install and maintain all water pipes, sewerage system, valves and stopcocks. Unblock drains, toilets, basins and sluices. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Detect and repair faults in the working environment. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Supervise work schedule for the division and assist in supervising and training of staff. Assist other departments when it's required.

ENQUIRIES : Mr AK Mgcodo Tel No: (021) 404-6251
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 December 2022

POST 46/613 : **HOUSEKEEPING SUPERVISOR: (NURSING SERVICES)**

Chief Directorate: Metro Health Services

SALARY : R151 884 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Experience: Appropriate experience as a Household Aid or Cleaner in a Hospital Environment. Minimum requirement: General Education and Training Certificate (GETC) /Grade 9 (Std7). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Must be able to lead a group. Must be able to work under pressure. Must be able to function according to departmental regulations and guidelines.

DUTIES : Supervise operational cleaning services. Ensure occupational hygiene and environmental service that is measured, applied and adhered too. Supervise the maintenance and control of apparatus and equipment. Optimal support to Supervisor and Household Aids.

ENQUIRIES : Ms B Nontsele Tel No: (021) 508- 7416
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 : 19 December 2022

POST 46/614 : **CLEANER (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : R107 196 per annum
CENTRE : Mamre Community Day Centre (X1 Post)
 Retreat Community Day Centre (X1 Post)
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and

public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager and colleagues.

ENQUIRIES : Ms A Marcus Tel No: (021) 576-1175

APPLICATIONS : The Director: Metro Health Services, Southern/Western Sub-structure, 60 White Road, Retreat, 7965 or PO Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux

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

CLOSING DATE : 19 December 2022

POST 46/615 : **DRIVER (LIGHT-DUTY VEHICLE)**
(Chief Directorate: Metro Health Services)

SALARY : R107 196 per annum

CENTRE : Klipfontein/Mitchells Plain Sub-structure Office

REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Sober habits. Responsible for vehicles and maintenance. Prepared to work irregular hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of three official languages of the Western Cape. Knowledge of transport regulations.

DUTIES : Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Responsible for the prescribed records and logs with regard to the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor when needed. Compliance with the Occupational Health and Safety Act.

ENQUIRIES : Mr G Marola Tel No: (021) 370-5071

APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

FOR ATTENTION : Mr RS Jonker

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

CLOSING DATE : 19 December 2022

PROVINCIAL TREASURY

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 : 19 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 POSTS

POST 46/616 : **PROCUREMENT MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 28/2022**

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive salary package)
: Provincial Treasury, Western Cape Government
: An appropriate 3 year B-Degree (or higher qualification) in Finance/Economics/Accounting or Law; A minimum of 5 years' experience within a Supply Chain Management environment of which 3 years must be management level experience. Recommendation: Proven track record on public sector supply chain management governance, policies and legislation. Competencies: Knowledge of the following: Procurement activities; Procurement policies, procedures, contract management; Research and reporting procedures; Client needs; Planning and organising interpretation of policy matters; Financial Management and Project Management; Skills needed: Proven computer literacy; Written and verbal communication; Analytical; Problem solving; Presentation; Research; Negotiation; Contract Management; People Management; The ability to work under pressure and manage many tasks.

DUTIES : Develop and implement strategies and prescripts for supply chain management and the asset management environment; SCM and asset management assessments and reporting; Research and analysis of policies and prescripts, inclusive of regulatory impact assessments; Monitoring, evaluation and governance oversight of state institutions; Provide knowledge management and capacity development services.

ENQUIRIES : Ms N Ebrahim at Tel No: (021) 483 6645

POST 46/617 : **SYSTEMS MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 29/2022**

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive salary package)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (or higher qualification); A minimum 3 years management level experience in leading teams towards monitoring and reporting on financial management systems' performance and implementing analytics tool and business intelligence for all financial systems; 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: Transversal financial systems; Implementing analytics tool and business intelligence systems to ensure timely and appropriate data and management of information; Leading teams towards monitoring and reporting on financial management systems' performance and building data warehouse; Leading data quality management and risk management framework to assess security and veracity of data. Competencies: Knowledge of the following: Public sector financial management (PFMA, NTR, PTI's); Public sector SCM legislation and policy frameworks; Financial management system and its structures; Public sector Supply Chain Management legislation and policy frameworks; SITA Act; Division of Revenue Act (DORA). Public sector Personnel management; SAQA and NQF legislation; SCOA; Skills needed: Written and verbal communication; Proven computer literacy (MS Office; PowerBI or Visualization tools; SQL power query/ Microsoft Azure); People Management; Budgeting; Research; Presentation; Problem Solving; Decision-making; Planning and organising; Teamwork; Innovation. Ability to work under pressure.

DUTIES : To implement and manage an analytics tool for the detection of possible irregular fraudulent transactions of all transversal systems, build and sustain a data warehouse. Manage the monitoring and reporting on financial management system's performance, processes, and other systems; Manage the departmental team and leading data quality management and risk management framework to assess security and veracity of data; Manage the integration of different databases information and compile new data; Accountable for the development, implementation and refinement of a financial operational model that enforces good governance practices; Manage the co-ordination and execution of disaster and recovery testing.

ENQUIRIES : Mr A Mazomba at Tel No: (021) 483 5670

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** : 19 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 POSTS

- POST 46/618** : **SOCIAL WORKER: SOCIAL WORK SERVICES (PRINS ALBERT) REF NO: DSD 74/2022**
- SALARY** : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles. Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work). Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr K Mazaleni at Tel No: (044) 814 1925

POST 46/619 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BREEDERIVER - WINELANDS) REF NO: DSD 73/2022**

SALARY : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
Grade 3: R220 929 – R277 380 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 10 years' 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 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and 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); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

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 : Ms L Louw at Tel No: (023) 348 5300

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 : 19 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 POSTS

POST 46/620 : **PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) - HEALTH INFRASTRUCTURE REF NO: TPW 214/2022**

SALARY : Chief Engineer - Grade A: R1 090 224 per annum, (all-inclusive salary package) (OSD as prescribed)
Chief Construction Project Manager – Grade A: R1 090 224 per annum, (all-inclusive salary package) (OSD as prescribed)
Chief Architect – Grade A: R939 408 per annum, (all-inclusive salary package) (OSD as prescribed)
Chief Quantity Surveyor – Grade A: R939 408 per annum, (all-inclusive salary package) (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field); A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager; A valid driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project/programme Management. Competencies: Knowledge of the following: Act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation: Programme/project management, research and planning procedures. Following skills: Financial management; Project management, formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Conflict management; Verbal and written communication. Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Mr Etienne Du Plooy Tel No: (021) 483 8261

POST 46/621 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE - TECHNICAL SERVICES REF NO: TPW 215/2022 (X2 POSTS)**

SALARY : Grade A: R646 854 - R696 834 per annum
Grade B: R739 605 - R789 267 per annum
Grade C: R833 922 - R982 326 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and Project Management; Quantity Surveying principles

		and methodologies; Research and development; Computer-aided Quantity Surveying applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Ms L Kirpal Tel No: (021) 483 5259
<u>POST 46/622</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: TPW 56/2022 R1</u>
<u>SALARY</u>	:	Grade A: R369 351 - R398 166 per annum Grade B: R420 402 - R452 895 per annum Grade C: R480 678 - R566 223 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience / exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets. Exposure of financial, human resource, supply chain, contract management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management. Exposure to systems and the development of systems; Further studies or courses; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender projects and supervising staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.
<u>DUTIES</u>	:	Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in

line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases. Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr J Neethling at Tel No: (073 952 9707)

POST 46/623 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: TPW 217/2022 (X3 POSTS)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or mathematics as passed subjects. Recommendation: Relevant financial experience; Proven computer literacy. Competencies: A good understanding of the following: Relevant systems; Public Finance Management Act; Treasury Instructions; Skills needed: Proven computer literacy; Written and verbal communication; Problem solving; Interpersonal; Work under pressure.

DUTIES : Data capturing; Assist clients with enquiries/queries; Maintain a payment process; Administration of the system to detect and prevent payments older than 30 days; Maintain registers inclusive of asset registers; Reconciliations of various reports; Provide training.

ENQUIRIES : Mr J le Roux at Joppie.Leroux@westerncape.gov.za