

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

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

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

ERRATUM: Kindly note that the advert for the post of Post 5/423: Cleaner: Central Karoo District, Chief Directorate: Emergency and Clinical Support Services. Salary: R107 196 per annum advertised in the Public Service Vacancy 05 dated 10 February 2023 with Ref No: Post 5/423, Enquiries has been amended to Mr J Jansen Tel No: (023) 449-8202.

OTHER POSTS

POST 06/313 : **DEPUTY DIRECTOR: SERVICE PLATFORM DESIGN**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Office of the Director Clinical Service Improvement
Minimum educational qualification: Appropriate 3-year Health related national diploma or degree or equivalent registerable with a South African statutory health professions body. Experience: Appropriate experience in Public health policy development and implementation. Appropriate experience in managing and coordination of public health programmes or systems. Inherent requirement of the job: Valid driver's license. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Ability to adapt and respond to change. Advanced computer literacy. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Good project management skills. Sound research skills. Sound written and communication skills in at least two of the three official languages of the Western Cape. Strong deciding and initiating action.

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

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

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
10 March 2023

POST 06/314 : **OPERATIONAL MANAGER (SPECIALTY) PAEDIATRICS (SURGICAL WARD D1)**

SALARY : R588 378 (PN-B3) per annum
CENTRE : Red Cross War Memorial Children's 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 a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Child Nursing Science. Registration with a professional council: Proof of annual registration with the SANC (2021). Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the

specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice 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. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical child nursing care for the area Effectively participate and commit to a people centred approach to management in the Nursing Division Institution, and Department of Health.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
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 : 10 March 2023

POST 06/315 : **CHIEF AUDIOLOGY GRADE 1**

SALARY : R487 305 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch and University of Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate experience that allows registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner in Audiology. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner in Audiology. Experience: A minimum of 3 years' appropriate experience as an Audiologist after registration with the HPCSA. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent team player. Extensive experience and clinical expertise in Paediatric Audiology, including objective electrophysiological diagnostic assessment (ABR/ASSR), and paediatric amplification management. Strong record of clinical governance, research, teaching and training in Paediatric Audiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise training and mentorship of junior audiologists and students. Strong skills within paediatric aural rehabilitation are desirable. A Master's degree in paediatric audiology will be an advantage.

DUTIES : The person appointed to this position will assume responsibility as the operational head for Paediatric Audiology at Red Cross War Memorial Children's Hospital and thus; Take overall responsibility for functioning of the comprehensive Paediatric Audiology service at Red Cross War Memorial Children's Hospital reporting to the hospital medical manager and liaising with the Head of Division of Communication Sciences and Disorders at the University of Cape Town. Provide clinical service delivery, as well as supervision and leadership within Paediatric Audiology to provide excellent clinical services as well as a strong academic program within the wider Audiology teaching program with relevant research and continuing professional education for staff. Liaise and collaborate with the multi-disciplinary team, in order to support the delivery of best practice for patient care. Responsible for all administration and management activities, including the functional business unit to maintain quality outputs, use of resources, both financial and otherwise as well as ensuring best practice principles and protocols are adhered and developed. Co-ordinate outreach programmes

		strengthen the audiology service and support for paediatric audiology in the province.
<u>ENQUIRIES</u>	:	Dr M Salie Tel No: (021) 404-5430
<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 this post.
<u>CLOSING DATE</u>	:	10 March 2023
<u>POST 06/316</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R464 466 per annum
<u>CENTRE</u>	:	Lentegeur 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. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration with a professional council: Registered with the SANC as a Professional Nurse. Inherent requirement of the job: Valid code (B/EB) drivers licence. Communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Ability to manage the hospital after-hours and rotate on night duty. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Psychiatric and Intellectual Disability services.
<u>DUTIES</u>	:	Supervise, co-ordinate and delegate the provision of effective and efficient client care through adequate excellent quality care. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Effective and efficient management of all resources. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain professional growth and ethical standards and promote quality of nursing care.
<u>ENQUIRIES</u>	:	Ms. K Tukutezi Tel No: (021) 370-1271/ Mr. Z Gayiya Tel No: (021) 370-1341/1404.
<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>	:	10 March 2023
<u>POST 06/317</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R400 644 (PN-B1) per annum Grade 2: R492 756 (PN-B2) per annum (Plus, an 8% non-pensionable rural allowance of your annum basic salary)
<u>CENTRE</u>	:	Albertinia Clinic, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registered with the SANC as Professional Nurse and proof of current registration and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: A valid (Code B/EB) driver's license and willingness to travel. Communication skills in at least two of the three official languages of the Western Cape. Competencies

- (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.
- ENQUIRIES** : Ms E Braaf Tel No: (028) 713-8644
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 10 March 2023
- POST 06/318** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Thembalethu CDC, George 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 Council (SANC) as a Professional Nurse. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registered with the SANC as a 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 after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
- DUTIES** : Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities.
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100
- 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

- CLOSING DATE** : 10 March 2023
- POST 06/319** : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services
- SALARY** : R393 711 per annum
CENTRE : Oral Health Services
REQUIREMENTS : Minimum educational qualification: An appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Health Services. Appropriate managerial experience. Inherent Requirements: Valid drivers (code B/EB) license. Competencies (knowledge/skills): Ability to direct 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. Computer literate in Ms Office and Outlook. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Quality Management Framework as well as the Occupational Health and Safety Act, Infection Prevention and Control standards, and Health Risk Management. Strategic leadership and management skills in creative problem solving, decision-making, research, with the ability to analytically interrogate information, and prepare and present reports to internal and external stakeholders.
- DUTIES** : Coordinate and ensure effective systems are developed and maintained for assurance including Occupational Health and Safety, Infection Prevention and Control, Risk Management and Disaster Management. Coordinate interventions aimed at improving the patient experience and respond to consumer enquiries by investigating and managing complaints and adverse incidents within the context of Functional Business Unit (FBU) management, in addition to supporting activities that demonstrate appreciation and care of staff. Effective development, coordination, monitoring and evaluation and reporting of the quality management programme, quality improvement initiatives, and standard operating procedures in line with applicable health policies and standards, to internal and external stakeholders. Ensure that the Institution achieves compliance with the Ideal Hospital Monitoring Framework requirements and the OHSC Norms and Standards, and coordinate and participate in audits to maintain quality. Manage and supervise staff. Prepare management reports and provide statistical data.
- ENQUIRIES** : Prof. NG. Myburgh Tel No: (021) 937 3122
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 : 10 March 2023
- POST 06/320** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Bellville Engineering and Technical Services
- SALARY** : R393 711 per annum
CENTRE : Head Office (Boiler House – Karl Bremer Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: The ideal candidate will have appropriate experience in the procurement of built environment-related services, in particular: Executing procurement projects from needs analysis stage through to the contract management stage. Be knowledgeable in the procurement processes prescribed by the Construction Industry Development Board. Knowledge of the Accounting Officers' System and Delegations relating to infrastructure procurement. Human resource management. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of services, ie. plumbing, electrical, general building and mechanical maintenance repairs, etc. Ability to engage stakeholders. Financial and commercial awareness. Proven experience managing the SCM processes of complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy

- (Word, Excel and PowerPoint). Reporting skills. Human resource management competencies.
- DUTIES** : Provide an integrated demand, acquisition and contract management service on maintenance projects for the Engineering and Technical Services Directorate in the Department of Health with a focus on: End-to-end management of the sourcing process. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Chairing and Administration of Bellville Engineering Procurement Committees (BETC/BEFTC/QC). Interaction with Technical staff to ensure sound and compliant memoranda on projects to be undertaken. Ensure compliance to Policies and processes. Responsible for audit responses, compliance and reporting to Head Office. Human resource management.
- ENQUIRIES** : Mr J M Jooste Tel No: (021) 830-3762
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : CV's should address experience and knowledge extensively with regard to duties above. Shortlisted applicants will be required to undergo competency assessments/proficiency tests. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 March 2023
- POST 06/321** : **ASSISTANT DIRECTOR: FINANCE AND SCM**
Chief Directorate: Metro Health Services
- SALARY** : R393 711 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year qualification. Experience: Appropriate experience in all aspects of Supply Chain and Finance Management. Inherent requirement of the job. Valid driver's licence (Code B/EB). Good communication skills, both verbal and written, in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to meet needs and to recognize and respond to problematic matters. Good system management skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Ability to work independently and part of a team. Practical workable knowledge of LOGIS, BAS, AR and Clinicom. Knowledge and experience. Good numerical skills. Ability to work under pressure.
- DUTIES** : Effectively manage supply chain, revenue & expenditure and patient Administration components by developing and maintain proper systems to enhance efficacy. Ensure effective Asset Management of the Institution and Sub Structure. Ensure efficiencies in Warehouse Management (Stores). Effective leadership and management of staff. Support to Management and capacity development.
- ENQUIRIES** : Mr D Abrahams Tel No: (021) 834-5894
- 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 could be subjected to a practical test.
- CLOSING DATE** : 10 March 2023
- POST 06/322** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Cape Winelands Health District
- SALARY** : Grade A: R199 317 per annum
Grade B: R234 780 per annum
Grade C: R274 092 per annum
- CENTRE** : Brewelskloof Hospital, Breede Valley Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry

field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475.

DUTIES : Maintenance and repair of all plant and equipment at Brewelskloof Hospital and Clinics in the Breede Valley Sub-district under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering, tiles and dry walling where required. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with maintenance projects as required.

ENQUIRIES : Ms L Jendrissek Tel No: (023) 348-1397 or Mr E Maatjan Tel No: (023) 348-1347

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 : 10 March 2023

POST 06/323 : **ADMINISTRATION CLERK: SUPPORT (WASTE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R181 599 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of domestic waste in a hospital environment. Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of health care risk waste and domestic waste in a hospital environment. Inherent requirement of the job: Ability to do physical work. Ability to lift heavy objects. Valid (Code B/EB) drivers license. Willingness to work overtime if required. Competencies (knowledge/skills): Computer literate. Good reading and writing skills in at least two of the three official languages of the Western Cape. Knowledge of cleaning materials and agents. Knowledge of domestic and health care risk waste regulations and protocols.

DUTIES : Effectively manage of domestic and health care risk waste departments processes and adhere to infection control as well as health and safety regulations. Ensure compliance to service level agreement and deal with outsourced services. Manage the collection, reprocessing, decontaminating and or disposal of dirty, used or expired items. Manage the procurement of consumables, as well as the packing, supply, delivery of readily prepared items to the various hospital departments. Provide optimal support to supervisor and colleagues.

ENQUIRIES : Ms M Froneman Tel No: (021) 826 5864

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 : 10 March 2023

POST 06/324 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management

SALARY : R181 599 per annum

CENTRE : Head Office, (Based at Belville Office)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management system practices and system management/implementation. Inherent requirement of the job: Valid driver's licence (Code B). Logis Experience. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Data analysis & reporting Organizing Skills. Knowledge of procurement systems – CSD, WCSEB, ePS

- and all relevant databases. Conversant with the Department's procurement prescripts. High level of excellence in accurate data capturing and recording. Excellent human relations abilities and telephone skills.
- DUTIES** : Perform an effective Helpdesk service for e-procurement system. Reporting to management on e-procurement System Departmentally performance. System maintenance (ePS, CSD, WCSEB and related databases). Users Profile maintenance by activating and de-activating user's profiles. Provide training to all system users bases on request. Provide up to date user Manuals and assist with medical and surgical Consumable related request and queries. Willing to travel with the Western Cape. Provide support function to the Departmental ePS users. Willingness to travel.
- ENQUIRIES APPLICATIONS** : Mr RA April Tel No: (021) 483-0582
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : A competency test can form part of the interview process. Will be based at Bellville Office. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 March 2023
- POST 06/325** : **ADMINISTRATION CLERK: NURSING (WARDS)**
(Chief Directorate: Rural Health Services)
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Paarl Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a healthcare environment. Appropriate Clinicom experience in a healthcare environment. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours and weekends. Work night-duty according to the operational requirements of the hospital. Relief of other clerks as required. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic Computer literacy (Please attached certified copies of Ms Word and Excel).
- DUTIES** : Contribute to effective patient administration system by performing Clinicom, bed management and booking of patient transport functions. Effective and efficient utilisation of all resources, including ordering stock for the department. Optimally and effectively organise nursing administration, keep staff databases up to date, file documents and keeping leave records up to date. General administration duties, typing of quarterly reports, complete monthly and quarterly statistics. Provide administrative support to nursing department.
- ENQUIRIES APPLICATIONS** : Ms AL Solomons Tel No: (021) 860-2504
: 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** : 10 March 2023
- POST 06/326** : **TRADESMAN AID**
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R128 166 per annum
: Oudtshoorn Hospital and Sub-district, (Stationed at Oudtshoorn Hospital)
: Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid Code B/EB drivers' licence. Effective communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions.
- DUTIES** : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr A Roets Tel No: (044) 203-7267
: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION NOTE** : Ms S Pienaar
: No payment of any kind is required when applying for this post.

- CLOSING DATE** : 10 March 2023
- POST 06/327** : **DRIVER (LIGHT DUTY VEHICLE) (X5 POSTS)**
Cape Winelands Health District
(Contract until 31 March 2025)
- SALARY CENTRE** : R107 196 per annum, (plus 37% in lieu of service benefits)
: Witzenberg Sub-district (X1 Post)
: Breede Valley Sub-district (X1 Post)
: Drakenstein Sub-district (X1 post)
: Stellenbosch Sub-district (X1 Post)
: Langeberg Sub-district (X1 Post)
- REQUIREMENTS** : Minimum requirement: Basic and numeracy and literacy skills. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (EB) (Code 8) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime Physically fit to lift and load heavy items. Competencies Knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently. Knowledge of Transport Circular 4 of 2000.
- DUTIES** : Daily transporting of official passengers, post, packages, medication, goods, and equipment. Ensure accurate completion of logbooks. Deliver and collect blood products from Worcester Blood Services (Reliever). Conduct routine maintenance, cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required and render support to supervisor.
- ENQUIRIES** : Witzenberg Sub district – Ms A Pietersen Tel No: (023) 316-9601
Breede Valley Sub-district – Ms L Jendrissek Tel No: (023) 348-1397
Drakenstein Sub-district – Ms AJ Cupido-Jacobs Tel No: (021) 877-6441
Stellenbosch Sub-district – Mr C Modise Tel No: (021) 808-6178
Langeberg Sub-district – Ms E Volschenk Tel No: (023) 626-857
- APPLICATIONS** : **Witzenberg Sub-district:** Please submit your applications: for the attention of Mr. W Owen, Through The Medical Manager, Ceres Hospital, Private Bag X54, Ceres, 6835.
Breede Valley Sub-district: Please submit your applications: for the attention of Ms JB Salie, Through The Director, Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
Drakenstein Sub-district: Please submit your applications: for the attention of Ms J Cecils, Through The Primary Health Care Manager, Drakenstein Sub-district, Private Bag X3043, Paarl, 7620.
Stellenbosch Sub-district: Please submit your applications: for the attention of Mr L Cornelius, Through The Medical Manager, Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.
Langeberg Sub-district: Please submit your applications: for the attention of Ms T Padiachy, Through The Medical Manager, Langeberg Sub-District, Private Bag X617 Robertson 6705.
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 March 2023

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- NOTE** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to

conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 06/328** : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: 52**
 Directorate: Infrastructure Delivery Management
- SALARY** : R939 403 per annum, (OSD), (an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.)
- CENTRE REQUIREMENTS** : Head Office, Cape Town
 : B Degree in Quantity Surveying; Registered as a Professional Quantity Surveyor with SACQSP; Six years' experience post qualification; Valid Driver's license; Computer literate. Relevant experience: Six years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance /existing) from inception to completion. Needs a good understanding of and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Planning and organizing, research and technical report-writing and Programme / project management skills.
- DUTIES** : Coordinate and / or contribute to the preparation of the Construction. Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP). Coordinate and / or contribute to the preparation and / or approve Packages / Individual Project Briefs the determination of the Control Budget. Participate in the preparation and / or assessment of the procurement process related to Professional Service Providers (PS) and / or contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP) Management and / or monitoring of the implementation of Programmes. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent[s]. Manage people and budgets.
- ENQUIRIES** : Mr GP Nieuwoudt Tel No: 021 467 2052
- CLOSING DATE** : 17 March 2023
- POST 06/329** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 67**
 Directorate: Education District Office Metro North
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.)
- CENTRE REQUIREMENTS** : Parow
 : National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB driver's license. Knowledge of the Departmental Policies and Procedures; Knowledge of the Promotion of Administrative Justice Act; Knowledge of the OHS Act; Knowledge of Promotion of Access to Information Act (PAIA); Knowledge of Archives and Records Service Act; Knowledge of SCM processes and procedures; Knowledge of COIDA (Compensation of Injury on Duty Act); Knowledge of Facilities Management or Logistical Service. Communication skills; Language skills; Computer skills; Planning and Organising skills; Presentation skills; Report Writing skills (Specifications, Submissions and Audit Reports); Interpretation and Analysis skills; Interpersonal skills.
- DUTIES** : Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practices. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and

administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133
CLOSING DATE : 17 March 2023

POST 06/330 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 130**
 Directorate: Education District Office Metro South

SALARY R766 584 per annum (Level 11), (an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.)

CENTRE : Mitchell's Plein
REQUIREMENTS : National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB driver's license. Knowledge of the Departmental Policies and Procedures; Knowledge of the Promotion of Administrative Justice Act; Knowledge of the OHS Act; Knowledge of Promotion of Access to Information Act (PAIA); Knowledge of Archives and Records Service Act; Knowledge of SCM processes and procedures; Knowledge of COIDA (Compensation of Injury on Duty Act); Knowledge of Facilities Management or Logistical Service. Communication skills; Language skills; Computer skills; Planning and Organising skills; Presentation skills; Report Writing skills (Specifications, Submissions and Audit Reports); Interpretation and Analysis skills; Interpersonal skills.

DUTIES : Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practices. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000
CLOSING DATE : 17 March 2023

POST 06/331 : **ARCHITECT PRODUCTION GRADE A: REF NO: 91**
 Directorate: Physical Resource Planning & Property Management

SALARY : R646 854 per annum, (OSD), (an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.)

CENTRE : Head Office, Cape Town
REQUIREMENTS : Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Three years of relevant experience post qualification. Valid Driver's License. Computer literate. Three years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme / project management skills.

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP). Monitor the implementation of

Programmes /Projects and budgets. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES : Mr G Coetzee Tel No: 021 467 9261
CLOSING DATE : 17 March 2023

POST 06/332 : **ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES**
REF NO: 47
Directorate: Employee Relations

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : An appropriate recognized degree or diploma; valid codes B or EB driver's license; Minimum of 3 years' experience in Labour Relations in the Public Sector, Extensive experience regarding the grievance and dispute processes, collective bargaining as well as the HR regulatory framework with regard to public service Extensive experience in dealing and/or managing discipline/misconduct in the Public Service; Knowledge of related statutes in the Education Sector. The ability to work under pressure, to reason clearly and logically. Proven supervisory experience Willingness to travel frequently and work irregular hours EB drivers' license; Minimum of 3 years' experience in Labour Relations in the Public Sector. Computer literacy skills. Good written and communication skills.

DUTIES : To direct and manage the implementation of property administration functions. Manage land affairs Movable and Immovable Asset Register. Manage leases- Obtain cost effective lease office accommodation, effectively manage and co-ordinate the procurement of leased accommodation. Compile budget for lease rentals. Financial control over expenditure of allocated funds. Manage Municipal Accounts. Manage use of utilities. Manage People- Manage the Asset Register team. Manage the leases sub directorate staff.

ENQUIRIES : Mr C Esau Tel No: 021 467 2846
CLOSING DATE : 17 March 2023

POST 06/333 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING, TRAINING AND**
ADMINISTRATION REF NO: 48
Directorate: Employee Relations

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town.
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Human resources; Public Administration or Labour Law, with minimum 3 years' experience in the Public Sector. A valid driver's license. Recommendation: The successful candidate should have a thorough knowledge and understanding of the Public Service Legislative framework with specific emphasis on Education Labour Laws. Excellent facilitation skills within an education capacity building environment will be advantageous. The candidate should have the ability to interpret, draft and comment on labour laws and policies within an education sphere. Good understanding of modern labour relations management/development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of personnel evaluation. Knowledge of negotiations. Computer Literacy. Knowledge of other related and relevant legislation Computer literate. Have excellent written and oral communication skills. Good training/facilitation skills and sound understanding of training interventions. Facilitation skills and co-ordinate group activities. Must have ability to develop, present and evaluate policy. Must have ability to draft training programs in respect of newly concluded resolutions emanating from collective bargaining forums. Function as a team member. Formulate, interpret and implement strategy. Sound organising and planning skills. Be able to resolve conflict situations. Decision-making. Creative. Excellent training skills. Must have excellent management skills.

DUTIES : Plan, manage, monitor and evaluate key performance in order to achieve and deliver the desired outputs and outcomes. Develop, evaluate, and determine training needs of officials, educators and school governing bodies to ensure they are equipped with relevant labour relations skills, knowledge and interventions. Develop training materials and ensure compliance with training standards. Manage, facilitate and co-ordinate Labour Relations Training for

Public Service Employees and Educators. Serve on various training committees. Interpret, draft and comment on labour laws and policies within the Public Service sector specifically within education. Compile and analyse statistical data in relation to misconduct, grievances and disputes. Advise management on labour relation issues. To chair and facilitate labour related meetings. To optimally fulfil a role as a member of the directorate's management team. Management and development of staff.

ENQUIRIES : Mr C Esau Tel No: 021 467 2846
CLOSING DATE : 17 March 2023

POST 06/334 : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE**
REF NO: 126
 Directorate: Education District Office Metro North

SALARY : R393 711 per annum (Level 09)
CENTRE : Parow
REQUIREMENTS : National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.

DUTIES : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133
CLOSING DATE : 17 March 2023

POST 06/335 : **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 95**
 Directorate: Strategic People Management

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : At least a recognized 3-year qualification (NQF 6) which can be in Human Resource Management, Public Management, Industrial Psychology or Industrial Relations, with at least 3 years' experience in human resources, industrial relations or performance management. A valid Code 8 drivers' license. Language proficiency in at least two of the three official languages of the Western Cape. Supervisory experience will be an added advantage. Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. The candidate needs to have sound knowledge and experience in Performance Management processes; experience of performance management systems, experience and knowledge of performance reward/recognition processes, report writing skills, ability to facilitate training and development sessions. Skills: Interpret and apply relevant policies and procedures; Problem Solving Skills; Facilitation Skills; Presentation Skills; People Management and Empowerment; Project Administration; Information and Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Monitoring and Evaluation; Report writing, computer skills, conflict resolutions.

DUTIES : Co-ordinate the individual reward systems (inclusive of OSD) re pay progression, grade progression and performance bonuses. Co-ordinate and provide guidance to line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Co-ordinate the performance assessment and moderation processes. Administer the performance management systems (PERMIS). Coordinate probation processes. Co-ordinate and report on compliance to RWOPS. Co-ordinate facilitate and report on compliance to E-Disclosures. Perform managerial tasks

with regard to the unit. The candidate will be responsible to lead a unit that provides guidance on administration of performance compliance processes applicable, guideline managers and officials in the performance management process and facilitate an online performance recording system. Guide and ensure compliance to the Ethical Framework and compliance reporting in government, inclusive of E-Disclosures and Remunerative Work Outside the Public Service (RWOPS). Co-ordinate the pay and grade progression processes applicable. Provide relevant training.

ENQUIRIES : Ms T Florence Tel No: 021 467 2169
CLOSING DATE : 17 March 2023

POST 06/336 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 96**
 Directorate: Directorate: Service Benefits

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

DUTIES : Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.

ENQUIRIES : Ms D Pillay Tel No: 21 467 2477
CLOSING DATE : 17 March 2023

POST 06/337 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND ADVISORY SERVICES REF NO: 74**
 Directorate: Strategic People Management

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : A recognized 3-year qualification (NQF 6) which can be in Human Resource Management, Public Management, or relevant qualification, with at least 3 years' experience in human resources (HR)/ People Management environment or relevant experience. A valid Code 8 driver's license. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge of people management related processes, systems and related prescripts. Communication skills, Language skills, Computer skills, Planning Organising skills, Presentation skills, Report writing skills (specifications and submissions), Interpersonal skills and Ability to analyse, conceptualise and implement policy. Conflict resolution skills, Monitor, evaluation and reporting skills, Problem solving skills and Research skills. Supervisory experience will be an added advantage.

DUTIES : Manage and facilitate the development of performance agreements, midyear assessments, and annual assessment, including of moderation process and probation for SMS members. Manage support to educator (school and office-based) performance management processes. Provide guidance and support on incapacity due to poor performance, ill-health, disability or misconduct for Public Service Staff. Draft relevant Performance Management documentation for public servant's employee including SMS members. People Management

in respect of staff (i.e. recruitment, training, appraisal, discipline, advice and support)

ENQUIRIES : Mr G Abrahams Tel No: 021 467 2574
CLOSING DATE : 17 March 2023

POST 06/338 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: 110**
Directorate: Recruitment and Selection

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/Public Management or similar, plus a minimum of at least 3 years relevant experience in Human Resources and a valid driver's license. PERSAL; Compilation of statistical reports; Analysis of statistical reports, Analysis of work-study reports; Excel; MS Word; Power point, Presentation skills

DUTIES : Maintenance of the Establishment/ Organizational changes: Create a data base to maintain flow of establishment amendments. Analyse system to identify and correct inefficiencies. Advice and guidance to district/head offices/institutions. Establishment function i.r.o. Appointments and Advertisements. Develop and maintain organograms. Maintain and update excess status on PERSAL. Record keeping. Manage the reservation of posts and post details. General Establishment Support: Manage the flow of nominations request. Advice and guidance to district/ head offices/ institutions on various functions. Participation in various committees (PPFM, TTT, etc.) Draft and check all submissions for contract, acting and substitute appointments. Control the implementation of OD reports and establishment adjustments: Analyze OD report. Identify and advise on problem areas. Formulate alternatives. Inform role-players. Manage annual establishment adjustments. Manage the creation, abolition and amendment of posts as approved. Provide Statistics: Monthly status report. National statistics. Provincial statistics. Management statistics. Ad hoc requests. Request and manipulate exception reports Establishment training: Assist with the design and development of establishment training courses. Assist/present of above courses. Development of subordinates. Supervision of subordinates: Delegate and control workflow. Guidance and advice to subordinates. Performance and development management. Promote sound labour relations

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278
CLOSING DATE : 17 March 2023

POST 06/339 : **ASSISTANT DIRECTOR: COMPLIANCE, CORPORATE SERVICES REF NO: 90**
Directorate: Education District Office Metro North

SALARY : R393 711 per annum (Level 09)
CENTRE : Parow
REQUIREMENTS : National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape.

DUTIES : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database with regards to capturing and analysing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).

ENQUIRIES : Ms. W Horn Tel No: (021) 938 3133
CLOSING DATE : 17 March 2023

POST 06/340 : **ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT REF NO: 56**
Directorate: Education District Office Metro East

SALARY : R393 711 per annum (Level 09)

CENTRE REQUIREMENTS : Kuils River
: A relevant National Diploma (NQFL 6) or degree plus 3 years administrative experience.

DUTIES : Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. Interface between the office of the District Director and internal/external stakeholders. Reporting on external and inter-governmental matters. Analyse, present and report on district data and information. Provide management and decision-making information. Enable access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee the maintenance of all Educational Management Information and related systems. Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases.

ENQUIRIES : Ms L Diamond Tel No: 021 900 7006 (Metro East EDO)
CLOSING DATE : 17 March 2023

POST 06/341 : **ASSISTANT DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: 42**
Directorate: Office of Head of Department

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : 3-year post school qualification in Public administration or related, with minimum of 3 years executive office experience.

DUTIES : Manage Ministerial and other HOD enquiries: Prioritise and follow up on incoming issues and concerns address to the HOD, including those of sensitive or confidential nature and determine with the DD the appropriate action. Handle private and confidential matters as required. Co-ordination of Ministerial documents including Cabinet submission and briefings. Compile submission for Strategic Session for the Minister with Senior Management. Draft submissions for Strategic and Team Building Session. Co-ordinate the logistics and compile the relevant documentation. Conserve the HOD and DD's time by reading, researching and routing correspondence, drafting letters, documents. Analyse the relevant Public Service and Department prescripts/ policies and other documents and ensure that the applications thereof is understood properly. Collecting and analysing information. Co-ordinate comments and responses for correspondence and ensuring the efficient and timely dissemination of information across the organization for compliance. Ensure advise is accurate, credible and useful. Ensuring that relevant enquiries and emerging issues are brought under the attention of the DD. Review and direct external and internal correspondence/ emails/ invitations to the relevant stakeholders. Monitor and keeping track of outstanding issues for the HOD based on deadlines and upcoming events and engagements. Collate and analyse information requested by Manager and HOD. Provide support to the manager in the collection of data and execution of research. Prepare presentations for the HOD and DD when needed. Handle specific documents of a very sensitive nature. Manage various electronic and physical database. Co-ordinate inputs to the human resource delegations on quarterly basis to submit to People Management Practices and Department of Public Service Administration (DPSA). Maintain effective communication and working relations with the Minister's Office. Liaise with other provincial departments, ministers, other government bodies on the tree tiers e.g. National, provincial, ministries and local authorities, internal staff, external clients, legislative officials and high-level executives on behalf of the HOD. Assist manager in the execution of its inter- and intra-governmental function. Provide a hospitality interface to clients and the public to foster public relations. Render a support service to HOD in the organising of meetings. Provide a secretariat service for all meetings. Co-ordinate and participate in the Senior Management meetings and take ownership of handling action items and follow ups needed. Compile and co-ordinating the agenda. Record meetings. Ensure that minutes of

meetings are correctly recorded. Present minutes of meetings for signature by the Chair in prescribed format. Forward the minutes of meetings to relevant stakeholders. Render Administrative Support (including travelling, budgets, reporting and submissions). Review operating practices, recommend and implement improvements where necessary. Oversee all office operations and report to DD. Ensure effective and efficient office administration e.g. Typing, filing, file tracking, deal with correspondence, telephone, maintenance and asset control. Procurement of miscellaneous stock. Manage procurement, stores, control budget and give inputs to DD. Prepare concise written communication to internal stakeholders (e.g. finance) via letters, memo's, reports, emails. Manage Ditcom approvals of HOD office and Ministry. People Management. Manage Performance of staff on the Permis system. Provide a sound mentoring role to administrative staff. Providing direction to staff in personal growth and career development. Monitor performance, reward and recognise achievements. Provide direction in terms of the day-to-day operations within the office of the HOD. Support the DD with the administration of the budget. Arrange for advances and ST claims afterwards.

ENQUIRIES
CLOSING DATE

: Ms. L Boniface Tel No: (021) 467 2534
: 17 March 2023