

**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 10/356: Clinical Programme Co-Ordinator Grade 1 (HIV/AIDS/STI/TB Coordinator) George Sub-sub-district, Garden Route District, Salary: R464 466 per annum, advertised in the Public Service Vacancy 10 dated 17 March 2023 with Ref No: Post 10/356, has been cancelled.

OTHER POSTS

POST 11/192 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT**
Directorate: Information Technology

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

CENTRE REQUIREMENTS : Head Office, Cape Town
: Minimum educational qualification: Appropriate three-year National Diploma or Degree for records management and may include the fields of Informatics, Management, or Administration. Experience: Appropriate middle management experience. Appropriate experience in the development and maintenance of records management programmes. Appropriate experience in electronic content management systems. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to register with the Information Regulator of SA as a Deputy Information Officer. Competencies (knowledge/skills): Strategy and Policy Development. Governance and Leadership. Business Communications. Understanding the Role and Use of Information Technology. Relationship Management. Knowledge of laws, regulations and provincial policy related to records management. Familiar with promotion of access to information and the protection of personal information.

DUTIES : Manage the resources (Human Resources, Finances & Equipment) of the Sub-directorate. Facilitate alignment with the Department's strategic goals. Develop, coordinate and manage relevant strategies. Monitor and improve compliance with the relevant regulatory framework. Facilitate projects and implementations that enhance efficiency. Facilitate empowerment and change management. Provide appropriate support to the Information Officer. Ensure compliance with the Act and procedures of the Information Regulator of SA. Monitor and improve internal processes and procedures. Promote cooperation across the department. Provide appropriate support to the Information Officer. Contribute to the implementation and maintenance of compliance. Facilitate efficient adoption of relevant POPIA processes.

ENQUIRIES APPLICATIONS : Mr S Mkhonza, email: Sibusiso.Mkhonza@westerncape.gov.za
: 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.
: 18 April 2023

POST 11/193 : **ASSISTANT MANAGER NURSING (SPECIALTY AREAS) – THEATRE; INTENSIVE CARE; EMERGENCY CARE; PSYCHIATRY**
Chief Directorate: Rural Health Services

SALARY : R642 942 per annum (PN- B4)

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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of ten 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 specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, standby, and weekend cover for nursing and travel to attend official meetings and/or training. 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 and 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 and leadership skills and values aligned with the Department of Health: integrity, innovative visionary, catalyst for change, self-awareness and 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.

CLOSING DATE

: 18 April 2023

POST 11/194

: **ASSISTANT MANAGER NURSING (SPECIALTY: OBSTETRICS; PAEDIATRICS; NEONATOLOGY; NURSE TRAINING)**
Chief Directorate: Rural Health Services

SALARY

: R642 942 per annum

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. A post-basic qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the post: Medical and Surgical Nursing

Science: Child Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC in the relevant specialty. 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 6-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. 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 nurse training component, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks, including nurse training. 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 and training. Policy development and implementation.

ENQUIRIES APPLICATIONS

: Ms RM Bezuidenhout Tel No: (023) 348-1104
 : 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

: 18 April 2023

POST 11/195

: **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE)**
 West Coast District

SALARY

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

CENTRE

: Piketberg Clinic, Bergriver-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 duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse 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 one-year post-basic qualification in the relevant specialty). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.
<u>DUTIES</u>	:	The effective management and execution of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.
<u>ENQUIRIES</u>	:	Ms ME Ramokgadi Tel No: (022) 913 3062
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>FOR ATTENTION</u>	:	Ms LM Titus
<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.
<u>CLOSING DATE</u>	:	18 April 2023
<u>POST 11/196</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<u>CENTRE</u>	:	Worcester Regional 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 with Midwifery and Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health. Registration with a professional council: Registration with the SANC as Professional Nurse with Occupational Health Nursing Science and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: A valid code (B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape, including English. Competencies (knowledge/skills): Good understanding of Occupational Health services rendered at a Healthcare Facility. Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and Policies that governs Occupational Health and Safety. Effective interpersonal, leadership, decision making and conflict resolution skills. Demonstrate a good understanding of people management and financial policies and practices. Practical knowledge of

- research methodology and Quality Management. Computer skills, communication skills and presentation skills.
- DUTIES** : Provide and manage a basic Occupational Health Service and refer to appropriate level of care when necessary. Coordinate health promotion and wellness initiatives. Provision of advisory services on OHS matters. Conduct Occupational Health Risk Assessments and develop Quality Improvement Plans in collaboration with Management Team. Ensure legal compliance with Occupational Health Policies, OHS Act and related Statutes. An effective and efficient administrative system/control for the occupational health service. Training in line with OHS Acts and Regulations.
- ENQUIRIES** : Ms S Nieuwoudt Tel No: (023) 348-6455
- 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 test. "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 Occupational Health Nursing Science.
- CLOSING DATE** : 18 April 2023
- POST 11/197** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: IPC AND OHS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN -B2)
- CENTRE** : Western Cape Rehabilitation Centre
- 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 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 a Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as 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: Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems informaton, compile reports and present the data to direct planning. Knowledge of Project- and Financial Management. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office).
- DUTIES** : Support the Health Establishments (HE) staff meet the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital Realisation and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training database. Monitor data quality in the Health Establishment.
- ENQUIRIES** : Ms I Jacobs Tel No: (021) 370 2486
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

- NOTE** : 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 Occupational Health Nursing Science.
- CLOSING DATE** : 14 April 2023
- POST 11/198** : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R393 711 per annum
- CENTRE** : Office of the Chief Directorate, Bellville Health Park
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Finance and Conditional Grants. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Organisational, managerial, and leadership skills and an aptitude for working with financial figures. Ability to analyse and interpret financial information and to ensure informed decision making. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of relevant financial management prescripts, departmental policies, delegations and procedures, PFMA, DORA frameworks, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Knowledge of Sound financial management, project management and strategic planning.
- DUTIES** : Complete financial inputs in the formulation of conditional grant business plans. Assist with the compilation and revision of main budget for the conditional grants, in alignment with business plan in the form of adjusted estimates and revised business plans. Monitor conditional grant & donor expenditure and report monthly to management. Identification and correction of incorrect expenditure and authorising of payments. Complete monthly BMI projections, IYM tool and NDoH variance report. Conduct regular visits to District and Sub-structure offices and provide guidance on BMI's completion in relation to Conditional Grants. Management of staff and provide training.
- ENQUIRIES** : Mr A Ngantweni Tel No: (021) 815-8617
- 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** : 18 April 2023
- POST 11/199** : **ARTISAN FOREMAN GRADE A TO B (MECHANICAL)**
- SALARY** : Grade A: R318 090 per annum
Grade B: R380 694 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy. In depth knowledge of Steam reticulation systems. Knowledge of pumps and Knowledge of OHS act.
- DUTIES** : Supervise staff in Workshop and produce designs and objects with materials and equipment according to job specifications and standards. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and

maintenance problems and render technical advice and ensure quality assurance of all work performed. Repair and install Mechanical equipment at health facilities, plants and buildings according to standards. Keep a register of all work done, keep control of job cards and compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations. Perform administrative duties and assist the Chief Artisan with personnel progress reports. Assist the Chief Artisan with the ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr D Dryling Tel No: (021) 938-4241
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2023

POST 11/200 : **INDUSTRIAL TECHNICIAN: PRODUCTION**
 Head Office

SALARY : R269 214 per annum
CENTRE : Directorate: Health Technology (Clinical Engineering), Goodwood Electronics Unit
REQUIREMENTS : Minimum educational qualification: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics. Experience: Appropriate experience with repair and maintenance to electronic circuits, systems, and related medical equipment or demonstrate an aptitude for this type of work. Inherent requirement of the job: Valid driver's licence and competent to drive. Willing to work overtime, stay away, and travel throughout the Western Cape Province. Good written and verbal communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with the repair of electronic equipment. Computer literate.

DUTIES : Support the Section Head by completing tasks within time limits. Liaising with clients with regard to information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, and consideration of operational requirements and assisting with training of staff and operators. Admin duties in the Section: Requesting of parts and service via LOGIS system. Maintaining Maintenance Management and internal records. Write reports and assist with specifications. Production: To carry out maintenance, repairs, and installation of electronic and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr Ken Lutchman Tel No: (021) 590-5005
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 will be required to undertake a practical test.
CLOSING DATE : 18 April 2023

POST 11/201 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R269 214 per annum
CENTRE : Head Office, Cape Town
 Directorate: Employee Relations (Stationed at Stikland Hospital) (X1 Post)
 Directorate: People Management Planning and Practices (X1 Post)

REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align with the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to senior management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and PowerPoint). Very good interpersonal skills and be able to work under pressure in a highly

unionized environment. Good planning and organisational and presentation skills. Good mathematical and accounting skills.

DUTIES : Ensure the effective functioning of the office of the Director. Management the electronic document tracking system. Execute office and general administrative duties. Render a secretarial support service to the Director. Manage and maintain the diary of the Director. Manage travel arrangements of the Director. Render support to the budget of the Directorate. Study all relevant Public Service and Departmental policies and prescripts and documents and ensure proper application thereof.

ENQUIRIES APPLICATIONS : Adv W Small Tel No: (021) 831-5852 / Ms R Shade Tel No: (021) 483-3717
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 18 April 2023

POST 11/202 : **STATE ACCOUNTANT**
Directorate: Management Accounting
Sub-Directorate: Strategic Budget Analysis (Bellville Health Park, Bellville)

SALARY : R269 214 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject. Experience: Appropriate experience. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: A valid Code B/EB driver's license. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word and SQL. Advanced Excel skills e.g., the ability to program excel. Excellent interpersonal skills and the ability to interact with a broad range of users. Skills in Research and analytical thinking, the ability to analyse information, solve problems, and to prepare complex reports. Ability to work under pressure and overtime when required. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.

DUTIES : Extraction of data from relevant databases, enhancing data integrity. Design and maintain a central database. Execute research, analyse information, and compile reports. Generate reports for management and other decision-makers, with regular reporting to various monitoring and evaluation committees. Training and assistance to be given to hospital staff on financial models.

ENQUIRIES APPLICATIONS : Mr J Sauls Tel No: (021) 815-8614
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 18 April 2023

POST 11/203 : **DATA CAPTURER: ECM AND MOBILE DATA: INFORMATION MANAGEMENT**
Directorate: Information Management (Based at Tygerberg Hospital)

SALARY : R151 884 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in DOH Information Management and Office Administration. Inherent requirements of the job: Valid (Code B/EB) driver's license. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): DOH Enterprise Content Management (ECM) and Mobile Application Operational Governance. Administrative Governance Management for ECM and Mobile Applications Processes and protocols. Knowledge of DOH ECM, Mobile Applications, and Operations. Willingness to work overtime to deliver efficient Governance Support and Administration. Manage and co-ordinate. Request for Information from the Auditor General of South Africa pertaining to ECM and Mobile ICT Audits. Advance Computer literacy (MS office

suite). Excellent communication, interpersonal, and teamwork skills. Knowledge of health services in the Western Cape. Knowledge or Experience in DOH ECM and Mobile Applications.

DUTIES : Perform administrative role as a member of the information management team and participate in health information coordination activities. Support local office and incumbents wrt documentation, setting up spreadsheets, and Managing the Digital Governance workspace in ECM. Dealing with Audit Requests and Requirements across the ECM and Mobile Operational structure. Coordinate ICT Audit requirements and the Auditor General RFI Requests and Submissions. Facilitate and provide support to eHealth systems, including assisting with access management, Data Hygiene, and Operational Governance. Assist with general office administration, e.g., administrative duties and setting up of meetings and minute taking. Assist with ad-hoc administrative requests.

ENQUIRIES : Mr D Pillay Tel No: (021) 938-6506
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2023

POST 11/204 : **HOUSEKEEPING SUPERVISOR**
Overberg District

SALARY : R151 884 per annum
CENTRE : Otto du Plessis Hospital
REQUIREMENTS : Minimum requirements: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate cleaning, linen, and housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, and overtime when required to ensure the effective provision of services. Willingness to undergo formal/informal in-service training and to train subordinates. Ability to communicate (read, write, and speak) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic computer literacy. Ability to manage, supervise and discipline staff members and to optimally utilise housekeeping and laundry staff. Knowledge and understanding of hospital waste management, linen management, Infection Prevention and Control, and OHS. Must have proper working knowledge of all cleaning and housekeeping policies, protocols, procedures, and of inventory/stock control.

DUTIES : Responsible for overall control, organising, performing, and coordinating tasks related to housekeeping, linen, waste management and maintaining a high standard of cleanliness and hygiene within the hospital. Audit and evaluate hospital hygiene standards. Management of infection control and health and safety policies. Good interpersonal relationships with all members of the multidisciplinary team including contracted staff such as cleaning, pest control, and waste management. Supervise and ensure the effective use and maintenance of supplies, equipment, and linen in accordance with legislation and policies. Responsible for the management and supervision of housekeeping and laundry staff, including performance management and disciplinary processes. Effective support to supervisor and other departments in the hospital.

ENQUIRIES : Mr T de Wet Tel No: (028) 514-8016
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2023

POST 11/205 : **PORTER**
Chief Directorate: Rural Health Services

SALARY : R107 196 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a health environment. Inherent requirement of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober

habits, physically fit and lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Ability to communicate in at least 2(two) of the 3(three) official languages of the Western Cape. Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

DUTIES : Safe transport of patients on trolleys, beds and wheelchairs to and from different departments and in and out of ambulances and private vehicles. Ensure a safe and hygienic work environment. Respond to requests from wards, laboratories and blood bank with regards to delivering and collecting of specimens and other blood products. Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment. Effective and efficient control of equipment and reporting of any defects of trolleys, beds and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Relief supervisor when required.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844

APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.

FOR ATTENTION : Mr K Cornelissen

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

CLOSING DATE : 18 April 2023

POST 11/206 : **GENERAL WORKER STORES ASSISTANT: RESCUE AND SPECIAL EVENTS**
Chief Directorate: Emergency and Clinical Service Support

SALARY : R107 196 per annum

CENTRE : EMS Rescue (Pinelands)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a medical and rescue stores environment. Inherent requirements of the job: Valid code EB driver's license (more than 5years) with valid PRDP. Be physically fit. Must be available to work flexi hours & to report for duty for major incidents. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Have a good knowledge of working and handling of rescue equipment and systems. Ability to work in a team. Ability to pick up heavy boxes and rescue tools. Willingness to assist with stock-taking.

DUTIES : Be able to assist with any other duties in a medical rescue environment. Assist storeman to issue and deliver medical and rescue equipment. Assist with the moving of heavy equipment (assets). Clean stores and rescue tools on a regular basis. Any ad-hoc duties.

ENQUIRIES : Mr Christians Tel No: (021) 508-4526/7

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 18 April 2023

PROVINCIAL TREASURY

CLOSING DATE : 14 April 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA

directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 11/207 : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: (PT 05/2023)**

SALARY CENTRE REQUIREMENTS : R1 590 747 per annum (Level 15), (all-inclusive salary package)
 : Provincial Treasury, Western Cape Government
 : An appropriate undergraduate qualification and a Masters level post-graduate qualification (NQF level 9) as recognised by SAQA; Minimum of 8 years appropriate senior management experience; and Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; Demonstrated ability to design and lead public budgeting and financial management reform programmes; and A valid driving licence. Competencies: Demonstrate expertise and experience of the following: Public Financial management systems; Strategic Management and Leadership; Budget systems; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients; People and Financial Management; and Financial norms and standards.

DUTIES : Strategic Management: Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. This includes the following broad areas of service delivery: Oversee and strengthen the fiscal framework for the provincial government, including leading research into new and existing revenue sources; Promote effective financial resource allocation for provincial government and provide for economic analysis and advice that informs fiscal policy and the budget allocation process; Evaluate and improve the credibility and sustainability of the provincial budget as well as to monitor the implementation thereof; Improve budget planning and implementation of municipalities to facilitate improved responsiveness of its budgets to socio-economic realities; Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities; Promote the effective and efficient management of movable assets and infrastructure delivery and advise departments and municipalities on PPP projects; Render business information and data management services. Line Management: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch. Lead the development and management of the strategic and business plans for the Branch. Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards. Report to the Head Official on a regular basis on the activities of the Branch. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources employed by it. Human Resource Management: Ensure and participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch's

Business Plan. Motivate, train and guide staff within the Branch, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Branch. Monitor information capacity building within the Branch. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Branch. Promote sound labour relations within the Branch. Actively manage and promote the maintenance of a high performance culture and discipline within the Branch. Financial Management: Lead the budgeting process at Branch level. Lead the Annual and Adjustment Budgets for the Branch. Assume direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure. Assume direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Report to the Accounting Officer on all aspects of the Branch's finances. Perform diligently all duties assigned by the Accounting Officer. Assume overall responsibility for the management, maintenance, and safekeeping of the Branch's assets. Ensure that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

ENQUIRIES
APPLICATIONS

: Mr. David Savage Tel No: (021) 483 6267
: 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>