

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

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

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

OTHER POSTS

POST 14/479 : **MANAGER MEDICAL SERVICES: GRADE 1**

SALARY : R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Capacity to function within senior clinical management & executive management teams Capacity to internalize and implement shared organizational values & commitments. Strong leadership skills, strategy, quality management, problem solving, decision-making, operational and contingency planning, flow management, lean operations methodologies , general management ; organizational, interpersonal, negotiation, facilitation, presentation and public speaking skills . Competency in public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Human Resource Management and development, including appropriate staffing levels, skills mix, skills development, discipline and labour relations. Competency in Information usage/management to support decision-making, including managing appropriate indicators, target setting, and monitoring-and-evaluation. Knowledge and skills in dealing with relevant medicolegal matters. An added post-graduate managerial qualification is recommended.

DUTIES : Management of relevant general specialist and highly specialised Clinical Services Effective and efficient financial management of relevant general specialist and highly specialised clinical services. Ensuring Quality patient-centred service delivery via leadership of relevant Clinical FBUs (Functional Business Units). Effective and efficient Human Resource Management within relevant general specialist and highly specialised Clinical Services. Clinical and special/transversal portfolios and projects, which are subject to change as required.

ENQUIRIES : Dr P Ciapparelli Tel No: (021) 938-5883

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 : 12 May 2023

POST 14/480 : **PHARMACY SUPERVISOR GRADE 1**

SALARY : R858 528 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Grassy Park Community Day Centre, Southern/Western Sub-Structure

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a

Pharmacist. Registration with a professional council: Proof of current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to register as a Responsible Pharmacist. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Good communication, interpersonal skills and computer literacy.

DUTIES : Ensure quality provision of pharmaceutical care by implementing and monitoring work procedure, policies and guidelines in keeping with Batho Pele, SAPC and the National Drug Policy and national and provincial ARV treatment guidelines. Manage and ensure effective medicine supply management (Procurement, storage, control and distribution) for all pharmaceuticals for the facility and linked services in the community-based platform. Implement and monitor security measures to ensure safekeeping of all pharmaceutical within the pharmacy and the facility. Manage, compile and monitor pharmacy budget and expenditure. Provide professional advisory services to other health workers and manage the pharmacy staff including training and development. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.

ENQUIRIES : Ms R Canham Tel No: (021) 707-6300

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 : 12 May 2023

POST 14/481 : **DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)**

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

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Management or Public Management or Public Administration or Finance related e.g. Economics/Accounting. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel. Good communication skills both written and spoken in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.

DUTIES : Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections within the finance component. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Assist with monitoring of cost centre budget allocation. Assist with Auditor General audit process and implement interventions to mitigate findings. Develop robust information systems for the hospital for decision-making purposes. Analyse business management reports for accuracy and highlight trends. Monitor hospital statistics and efficiency of hospital output. Evaluate data integrity, including analysing of information to assist managers with decision-making.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248

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 : 12 May 2023

POST 14/482 : **ASSISTANT MANAGER NURSING SPECIALTY (UIPC AND OCCUPATIONAL HEALTH)**

SALARY CENTRE REQUIREMENTS : R642 942 per annum
 : Tygerberg Hospital
 : 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 in Occupational Health, with a duration of at least 1 year accredited with the South African Nursing Council in the specialist referred to above. Registration with a profession council: Current 2023 registration with the SANC as Professional Nurse. Inherent requirement of the job: A valid driver's licence (Code 8). Will be required to work shifts, weekends and public holidays. Experience in Infection Prevention and Control will be an advantage. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Knowledge of quality assurance and National Core Standards. Knowledge of Legislation and Policy related to this nursing specialty.

DUTIES : Responsible for management and co-ordination of clinical nursing care in the Unit of Infection Control of the hospital and Occupational health. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Support / deputise for the Deputy Manager Nursing and support the Nursing department and the institution. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment and the province. Quality Assurance support and monitoring and evaluation of quality indicators at Tygerberg hospital and provincial health facilities.

ENQUIRIES APPLICATIONS : Ms F Baartman Tel No: (021) 938-4055
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which includes security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 12 May 2023

POST 14/483 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 West Coast District

SALARY CENTRE REQUIREMENTS : R588 378 (PN-B3) per annum
 : Riebeeck-Kasteel Clinic
 : 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: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related

to nursing with the public sector and basic computer literacy (proof must be attached or mention in C.V.) Ability to communicate in at least two of the three official languages of the Western Cape and ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.

DUTIES : Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

ENQUIRIES : Ms J van der Westhuizen Tel No: (022) 482 2729
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 : 12 May 2023

POST 14/484 : **QUALITY ASSURANCE MANAGER: CENTRAL HOSPITAL**

SALARY : R491 403 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Four Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate Quality assurance experience. Appropriate experience in a Tertiary Hospital environment. Inherent requirement of the job: Willingness to work shifts and cover for colleagues in areas. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience in quality assurance, risk management, project management and occupational health and safety. Sound interpersonal, leadership, managerial and communication skills. Computer literacy including completion and interpretation of databases. Ability to understand and implement relevant legislature and compliance tools. Leadership qualities.

DUTIES : Assist with identification and evaluation of problems or potential problems with patient care and determine priorities for investigation and resolution of problems including promoting research, education, and development of staff. Responsible for effective co-ordination of care and risk management programs; quality assurance programs and occupational health and safety programs including development of policies and procedures to enhance quality of service delivery. Conduct department specific clinical audits, outbreak investigations, review morbidity and mortality registers, manage complaints and compliments system, identify adverse incidents, and ensure adverse incident database is updated inclusive of strategies to reduce incidents. Monitor patient's perceptions by conducting annual patient satisfaction and waiting time survey including developing action plans and strategies to address negative aspects of service delivery. Management and oversight of the Occupational Health Clinic in.

ENQUIRIES : Dr B Patel Tel No: (021) 404-3178
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 : 12 May 2023

POST 14/485 : **CHIEF ARTISAN GRADE A**
Overberg District
(Contract Post until 31/03/2024)

SALARY : Grade A: R404 052 per annum, plus 37% in lieu of benefits
CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Minimum educational requirement: Appropriate Trade Certificate (Electrical/Millwright/Painting/Carpentry/Plumbing). Experience: A minimum of at least 10 years of appropriate experience after obtaining the Trade Certificate as an Artisan / Artisan Foreman. Appropriate supervisory/managerial experience. Inherent requirements of the job: Willingness to work overtime and perform standby duties after hours, at weekends and on public holidays should the need arise. Must be physically fit to perform duties as required. Valid Code (B/EB/EC1) driver's licence. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate building management experience. Ability to work independently and good organisational and project management skills. Knowledge of the relevant legislative prescripts, policies and procedures Computer proficiency in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Strategic Planning and management of health facility maintenance needs and infrastructure projects. Provide input and assistance with technical specifications. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHS Act and other legislative frameworks. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.

ENQUIRIES : Ms R Zondo Tel. No: (028) 214-5804
APPLICATIONS : 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.

CLOSING DATE : 12 May 2023

POST 14/486 : **MEDICAL PHYSICIST (INTERN)**
(2-Year Contract)

SALARY : R368 412 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as Medical Physicist (Intern). Registration with a professional council: Registration with the Health Profession Council of South Africa as a Medical Physicist Intern. Inherent requirement of the job: Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Mathematical competency. Insight and problem-solving capabilities. Understand the theoretical physics of radiotherapy, diagnostic radiology and nuclear medicine. Good communication and interpersonal relationship skills. Computer literate. Be a highly motivated and methodical individual who pays attention to detail and the ability to work under pressure and meet deadlines.

DUTIES : The candidate will undergo internship training for a minimum of 2 years as an intern medical physicist according to the HPCSA-accredited training program at Groote Schuur Hospital. The candidate is expected to take part in all quality control, dosimetry, brachytherapy and radiation protection calculations and measurements performed in the Division. The candidate will be expected to perform routine medical physics duties under supervision.

ENQUIRIES : Ms N Bruwer Tel No: (021) 404-6266/76, fax (021) 404-6269, Email: Nanette.bruwer@uct.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

- POST 14/487** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Rural Health Services
- SALARY** : R331 188 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development. Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. The ability to communicate in at least two of the three official languages of the Western Cape. High level of computer skills in MS Office (i.e., Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : Administer grievance and disciplinary cases and maintain a database to generate monthly reports for Labour Relations and all training interventions. Assist in the development, implementation and evaluation of the Workplace Skills Plan (WSP). Effective and efficient support to supervisor and Hospital management and represent the Hospital at the relevant platforms. Consult and advise Management on all Labour Relations and Human Resource Development and Training policies, procedures and interventions. Co-ordinate the administration internship programmes and assist with recruitment & selection at the Institution. Co-ordinate the management of the Skills Development Committee as well as the Institutional Management and Labour Committee.
- ENQUIRIES** : Mr JI Engel Tel No: (044) 802-4364
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 : 12 May 2023
- POST 14/488** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R268 584 (PN –A2) per annum
Grade 2: R330 324 (PN -A3) per annum
Grade 3: R400 644 (PN - A4) per annum
- CENTRE** : Khayelitsha District 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. Registration with a professional council: Proof of current registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : Initiate, participate and facilitate training, development and research within the Nursing Department. Identify and facilitate learning opportunities for all Nursing and support staff, as well as student nurses in the Nursing Department. Facilitate / implement the planned clinical training programmes. Assist and support the

integration of newly qualified and/ or appointed nursing personnel and learners in training.

ENQUIRIES APPLICATIONS : Ms G Mashaba Tel No: (021) 360-4511 / 4408
 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 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 change in registration status"

CLOSING DATE : 12 May 2023

POST 14/489 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R199 317 per annum
 Grade B: R234 780 per annum
 Grade C: R274 092 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital
 Minimum educational qualification: Appropriate Trade Test Certificate in the field. 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 requirement of the job: A valid vehicle driver's license. Perform standby duties and work overtime when required. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.

DUTIES : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

ENQUIRIES APPLICATIONS : Mr K Mgcodo Tel No: (021) 404-6251
 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 : 12 May 2023

POST 14/490 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Directorate: Engineering and Technical Support Services (Metro East Hub, Lentegeur Hospital)

SALARY : Grade A: R199 137 per annum
 Grade B: R234 780 per annum,
 Grade C: R274 092 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town
 Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). The ability to communicate in at least two of the three official languages of the Western Cape. Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit

- to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10142-1. Ability to fault-find and repairs down to component level.
- DUTIES** : Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Inspect, repair and fault finding of various alternative power sources (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all electrical projects.
- ENQUIRIES** : Mr OJ Buys Tel No: (021) 370-1119
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
- CLOSING DATE** : 12 May 2023
- POST 14/491** : **ADMINISTRATION CLERK: SUPPORT (FINANCE)**
Directorate: Management Accounting
Sub-Directorate: Expenditure Administration (based at Bellville Health Park)
- SALARY** : R181 599 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate working experience in a financial related environment. Inherent requirements of the job: Valid Code EB/B driver's licence. Ability to communicate efficiently in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Microsoft Excel (pivoting), Word and Outlook. Knowledge of the Legislature (e.g. PFMA, National and Provincial Treasury Regulations) and the budgeting process. Ability to work under pressure and overtime if required and willingness to travel within the Western Cape.
- DUTIES** : Produce an accurate budget and expenditure report for various entities within the Department of Health. Assist with compiling and capturing the Original and Adjusted Estimates budget. Render effective support and assistance to staff of the Component. Detection and correction of incorrect accounting entries. Perform as Inventory Clerk for the Directorate. General office administration and ad-hoc duties. (e.g. Filing of documentation).
- ENQUIRIES** : Ms N Sikoti Tel No: (021) 815-8601
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.
- CLOSING DATE** : 12 May 2023
- POST 14/492** : **ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE)**
Overberg District
- SALARY** : R181 599 per annum
- CENTRE** : Swellendam Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a hospital and patient fees environment experience with CLINICOM, BAS and Accounts Receivable System. Inherent requirements of the job: Willingness to work overtime when required. Perform standby duties. Valid driver's license. Competencies

(knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for state departments. Knowledge of patient billing and ICD 10 coding and knowledge of systems i.e. Clinicom, Accounts Receivable (AR) and BAS. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions and Medical Records policies.

DUTIES : Correct charging of invoices as per UPFS and PGWC billing procedures, amendments and ICD10 coding capturing. Liaise with debtors, private companies and third parties, telephonically, in person and in writing. Clear JAC report, Inter Responsibility and Medscheme accounts. Clear all exceptions on DICU reports, Revenue Action Plan, IYM and credit lists. Perform Cashier duties, reconcile and do daily banking.

ENQUIRIES : Ms K Joubert Tel No: (028) 514-8400

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

NOTE : No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.

CLOSING DATE : 12 May 2023

POST 14/493 : **ADMINISTRATION CLERK: SUPPORT (ADMINISTRATIVE SUPPORT AND MEDICO-LEGAL)**

SALARY : R181 599 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Knowledge of Medical Legal procedures and relevant legislation governing the release of information. Knowledge of the flow of information within governmental systems. Excellent written and verbal communication skills in English another official language of the Western Cape. Very good computer literacy in MS Word, Outlook and Excel applications. Proven ability to reproduce and organize formal documents, spreadsheets as well as manage emails, email responses and electronic tracking. Excellent interpersonal, time management and filing skills. Ability to plan, organize and execute office responsibilities. Strong sense of initiative, prioritization and precision and ability to work independently.

DUTIES : Render high quality administrative and secretarial duties in the fulfillment of Medico-Legal administrative services. Timeously handle Medico-legal enquiries, replies, documentary copying and report retrieval. Maintain documentary registry of requests and running concerns, both electronic and, where needed, hard copy for all medicolegal related tasks. Manage professional communications by email, telephone and in-person and provide administrative support to the management offices where required. Manage professional communications by email, telephone, and in-person. Structure meetings and take minutes as may be required. Timeously and accurately process paperwork and information to internal and external stakeholders.

ENQUIRIES : Dr N Beyers Tel No: (021) 658-5788

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 : 12 May 2023

POST 14/494 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGENT (ORDE/BUYER) (X2 POSTS)**

West Coast District

SALARY : R181 599 per annum

CENTRE : Swartland Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management,

focusing on Procurement and Warehousing on a Computerized System. Inherent requirements of the job: Valid Code (B/EB) driver's license. Physically fit. Willingness to perform overtime duties. Competencies (knowledge/skills): Appropriate knowledge of public sector Supply Chain Management. Knowledge and experience of LOGIS and BAS. Ability to prepare figures and amounts. Computer literacy (Word and excel). Knowledge of Accounting Officers System and SCM delegations. Written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of the LOGIS (Logistical Information System) and EPS would be advantageous.

DUTIES : Obtain quotations for equipment or consumable items via an electronic procurement system. Place orders with companies using a material management system. Complete entries on the various procurement documents, registers and equipment purchasing schedules. Perform all necessary follow-ups with all stakeholders, promptly. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephone and written enquiries from suppliers (companies) and user departments. Ensure all transactions comply with the legislative requirements. Provide effective support to supervisor and colleagues.

ENQUIRIES : Mr MH Lender Tel No: (022) 487-9230
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 : 12 May 2023

POST 14/495 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Cape Winelands District

SALARY : R181 599 per annum
CENTRE : Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management and PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Good computer (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : Responsible for recruitment and selection, appointments, sessional appointments, pensions service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to People Management i.e. salary matters, commuted overtime, housing allowances and pension matters. Handle all personnel queries and correspondence, resignations, retirements, deaths and medical boarding. Responsible for leave and PILLIR handling, auditing of personnel and leave folders. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

ENQUIRIES : Ms J Cecils Tel No: (021) 877-6444
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 : 12 May 2023

POST 14/496 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY : Grade 1: R179 172 (SN1) per annum
Grade 2: R213 927 (SN 2) per annum
Grade 3: R253 173 (SN 3) per annum

CENTRE : Piketberg Clinic (X1 Post), Veldrif Clinic (X1 Post), Bergriver Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse Registration with a professional council: Current registration with the SANC as Enrolled Nurse. Experience: **Grade 1: None. Grade**

		2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: A 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.
<u>DUTIES</u>	:	The effective, supportive, and efficient delivery of a curative service to the patient under the direct or indirect supervision of the Professional Nurse within the scope of practice. The effective, supportive, and efficient delivery of a mother and Child health Services to the patient under the direct or indirect supervision of the Professional Nurse within the scope of practice. The effective, supportive, and efficient delivery of HAST services to the patient under the direct or indirect supervision of the Professional Nurse within the scope of practice.
<u>ENQUIRIES</u>	:	Ms E Engel Tel No: (022) 913-1660
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/497</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u>
<u>SALARY</u>	:	R151 884 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform overtime when required. Good communication in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plantrooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep a record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<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>	:	12 May 2023
<u>POST 14/498</u>	:	<u>ARTISAN ASSISTANT (X2 POSTS)</u> (Contract Post until 31 March /2024)
<u>SALARY</u>	:	R151 884 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Overberg District Office, Caledon
<u>REQUIREMENTS</u>	:	Minimum educational requirement: Grade 10 or equivalent. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime. Must be physically fit to perform duties as required. Strict adherence to the Occupational Health and Safety Act. Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Ability to work independently and good organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Ability to plan ahead (proactive) and work

independently as well as in a team. Knowledge of Carpentry, Electrical, Painting, Refrigeration, Plumbing and Glazing within a Health environment.

DUTIES : Assist with repairs, installations and emergency breakdowns and maintain and repair equipment at the health facility. Complete and return repair requisitions and perform the necessary administrative functions. Assist in preventive maintenance procedures. Able to do minor electrical and plumbing repairs and building at the hospital and assist with repairs and installation projects, supervise and in-service training of co-workers. Facilitate the maintenance of the health facility grounds in conjunction with the Groundsman and assist visiting Artisans in the performance of their duties. Exercise effective control over supplies, tools, equipment and other assets as well as maintenance thereof. General support functions to supervisor and colleagues.

ENQUIRIES : Ms R Zondo Tel No: (028) 214-5804
APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr W Teegler
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 12 May 2023

POST 14/499 : **HOUSEHOLD AID (X2 POSTS)**
Metro Health Services

SALARY : R107 196 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a household Aid/cleaner in a hospital environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics. Render support services to Household Supervisor.

ENQUIRIES : Ms BW Klue Tel No: (021) 850-4738
APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.
FOR ATTENTION : Ms JL Julies
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/500 : **FOOD SERVICES AID**
Garden Route District

SALARY : R107 196 per annum
CENTRE : Alan Blyth Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbents must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Ability to read, speak and write in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr EP Adcock Tel No: (028) 551-1342

APPLICATIONS : The District Manager, Garden Route District Office, Private Bag X6592, George 6850.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/501 : **GROUNDSMAN (X2 POSTS)**
(Contract until 31 March 2024)
Overberg District

SALARY : R107 196 (Level 02) per annum, plus 37% in lieu of service benefits
CENTRE : Post A: Overstrand Sub-district, Hermanus (X1 Post)

Post B: Cape Agulhas Sub-District, Bredasdorp (X1 Post)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening large institutions. Appropriate experience with garden machinery and tools safely and efficiently. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Driving of Government vehicles in order to remove waste to dump sites. Valid (Code B/EB) driver's license. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good communication and interpersonal skills. Good problem-solving skills. Ability to effectively multi-task.

DUTIES : Maintain and clean health facility grounds, i.e. maintain gardens, cut trees and grass, tend to flower beds and weed eradication. Maintain garden tools and equipment. Driving on a daily basis to pick up and remove waste at various points on the grounds and ensure the safe storage thereof. Support to colleagues and supervisor.

ENQUIRIES : Post A: Mr N Adams Tel No: (028) 313-5200
Post B: Ms N Wege Tel No: (028) 514-1142

APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr W Teegler
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

DEPARTMENT OF MOBILITY

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

CLOSING DATE : 09 May 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 14/502 : **DIRECTOR: TRANSPORT ADMINISTRATION AND LICENSING REF NO: DM 06/2023**

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), (all-inclusive salary package)
: Department of Mobility, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence with a willingness to regularly travel away from the office; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Experience in a Traffic Management and vehicle licencing environment. Competencies: Extensive knowledge of applicable policies and procedures; Government practices, policies and procedures; National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000, Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012) and Public Finance Management, 1999 (Act 1 of 1999); National Traffic Information System (NaTIS); Empowerment (SMME, Broad based BEE, Women and Disability); Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Sound Budgeting skills; Facilitation and presentation skills; Auditing and Information Technology; Client orientation and customer focus; Diversity Management.

DUTIES : Strategic Capability and Leadership including Change Management; Translate the vision of the organisation into directorate goals; Develop and implement strategies for the directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Identify and manage risk factors and indicators to the achievement of the goals which include possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact; Manage vehicle licensing and driver and vehicle fitness processes; Ensure compliance to motor vehicle administration and the eNaTIS System requirements; Facilitate and coordinate departmental inputs on traffic legislative matters and represent the department at National, Provincial and Regional legislative and technical forums; Manage vehicle licensing and driver and vehicle fitness processes; Manage debt and traffic law related fees matters; Manage the National Traffic Information System in the province; Ensure efficient and effective oversight and management for all financial resources/aspects of the directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources.

ENQUIRIES : Mr. Y Ahmed Tel No: (021) 483 5152

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 09 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 14/503 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: DOTP 41/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 1 – 2 years post grade 12 qualification (diploma/ certificate course); A minimum of 3 years' relevant administrative experience; A valid code B driving licence or alternative transport for persons with a disability. Recommendation: A relevant 3-year qualification. Competencies: Knowledge in the following: Relevant legislation/policies/prescripts and procedures as it relates to this post; Financial administration; Relevant software packages and sound application of relevant computer programmes; Competencies: Working with well with children and other stakeholders; Following Instructions and Procedures; Writing and Reporting; Planning and Organising; Learning and Researching; Skills: Language skills; Numeracy skills; Team building and strong interpersonal skills; Financial and supply chain administration skills.

DUTIES : Handle general enquiries pertaining to the functioning of the Office and manage office correspondence; Maintain leave and asset register for the Office; Arrange for equipment to be fixed, serviced and/or ordered; Assist the sub-directorates in all administrative duties; Develop and maintain processes and systems that will contribute towards improving efficiency in the Office; Provide guidance and advice on the flow of information and documents, to and from the Office; Prepare documentation and verify responses and information received from internal and external stakeholders; Coordinate the reporting processes within the Office; Remain abreast with procedures and processes relevant to Public Services and Departmental prescripts/policies that apply to the administration function of the Office; Provide financial and supply chain management support to the Office; Render a registry support service; Render logistical services.

ENQUIRIES : Ms. D Reid Tel No: 021 4834653 or Donelle.Reid@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 09 May 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 14/504

DIRECTOR: RESTORATIVE SERVICES REF NO: DSD 55/2023

SALARY
CENTRE
REQUIREMENTS

: R1 105 383 per annum (Level 13), (all-inclusive salary package)
 : Department of Social Development, Western Cape Government
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification in a Social Science or related field as recognised by SAQA; A minimum of 6 years relevant middle-management experience in a social welfare or related environment; A valid code B driving licence with a willingness to regularly travel away from the office; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Professional registration with the South African Council for Social Service Professions. Competencies: Advance knowledge of the following: Formulating and managing the substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Modern systems of governance and administration; Knowledge of the following: Modern trends and future development in the Social Sector; Assessment systems; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Report writing, facilitation and presentation skills; Strategic thinking and planning skills; Service delivery innovation; Strong organisational skills.

DUTIES

: Formulate and manage the substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Participate in the formulation of policy / legislation at national and provincial level (including policy guidelines and education); Manage the development of concept papers for substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Manage the development of an implementation framework and funding process; Ensure the management of contracts for funded NGOs; Manage the performance information as per APP (NFD); Manage the implementation of the substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Design, manage and evaluate pilot and special programmes; Manage and monitor the implementation of norms and standards; Manage the accreditation of services and agencies; Formulate and manage the services rendered to the programmes; Strategic Management (including change management); People Management; Financial Management.

ENQUIRIES

: Ms. L Goosen Tel No: (021) 483 9391

<u>POST 14/505</u>	:	<u>DIRECTOR: CHILDREN AND FAMILIES REF NO: DSD 56/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence with a willingness to regularly travel away from the office; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Advance knowledge of the following: Formulating and managing the children and families programme; Modern systems of governance and administration; Knowledge of the following: Modern trends and future development in the Social Sector; Assessment systems; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Report writing, facilitation and presentation skills; Strategic thinking and planning skills.
<u>DUTIES</u>	:	Formulate and manage the child protection programmes (including HIV/Aids); Participate in the formulation of policy / legislation at national and provincial level (including policy guidelines and education); Manage the development of concept papers for childcare protection and foster care programmes (including HIV / AIDS) as well as services to family's programme; Manage the development of an implementation framework and funding process for programmes; Ensure the management of contracts for funded NGOs; Manage the performance information as per APP (NFD); Manage the implementation of the programmes of childcare protection and foster care as well as the programme services to families; Design, manage and evaluate pilot and special programmes; Manage and monitor the implementation of norms and standards for the child protection programmes (including HIV/AIDS) as well as the programme services to families; Manage the accreditation of services and agencies; Formulate and manage the Services to families programmes; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Mr. C Jordan Tel No: (021) 483 2197