

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

CLOSING DATE : 22 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 POSTS

POST 15/219 : **ADMINISTRATION CLERK: LANDCARE (GEORGE) REF NO: AGR 25/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate administrative experience; Proven computer literacy. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems; Skills needed: Administrative; Organising and planning; Written and verbal communication; Interpersonal; Ability to handle routine tasks.

DUTIES : Provide the following: Reception service; Typing service; Office administration; Logistical support; Perform administrative and related functions.

ENQUIRIES : Mr H Muller Tel No: (044) 808 3721
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>

POST 15/220 : **HOUSEHOLD AID: GENERAL SUPPORT SERVICES REF NO: AGR 24/2023 (X3 POSTS AVAILABLE IN ELSENBURG)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET level 2-Grade 5). Recommendations: Working knowledge in food services, preparing food and working with industrial kitchen equipment; Ability to work shifts, weekends and public holidays. Competencies: Knowledge of Occupational Health and Safety Act, the Hazard Analysis Critical Control points (HACCP) and good safety points; Ability to work independently, as well as part of a team; Communication skills (written and verbal); Work under pressure.

DUTIES : Prepare, dishing of food for students or clients; Cleaning of hostel kitchen and facilities; Maintain general hygiene and safety in the food service unit, apparatus and equipment, following hygiene and safety directives; Clean all work areas, storage areas, utensils an equipment; Follow and complete elementary control measures.

ENQUIRIES : Ms LB Smith Tel No: (021) 808 5470
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
 Or 3. Email your application to, westerncape@immploy.com

NOTE : Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 22 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 POSTS

POST 15/221 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: CAS 20/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in a Communications or Journalism environment. Recommendation: Experience in the following: Financial Processes; Working with Adobe Indesign; Social media management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Writing and editing; Photography; Social media content management; Financial processes; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Preparing internal communications content; Assist with preparing media releases; Website and social media content management; Attendance of events to perform communications-related duties; Assisting with financial processes and budget management; Management of staff members.

ENQUIRIES : Ms T Colyn Tel No: (021) 483 9877
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>

POST 15/222 : **HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 19/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in the field of Archaeology, Paleontology, Geology, Meteorites, Heritage conservation, Anthropology, Building Sciences, History or Architecture; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven computer literacy. Competencies: Knowledge of the following: Training in heritage environment, and related disciplines; Human resource management; Skills needed: Training; Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Communication (written, verbal and presentation) skills; Proven computer literacy (MS Office).

- DUTIES** : Processing application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for formal protection of Heritage Resources; Monitor and enforce compliance with permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance and advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals.
- ENQUIRIES APPLICATIONS** : Ms W Dhansay Tel No: (021) 483 9598
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/223** : **GROUNDSMAN: KOEKENAAP CULTURAL FACILITY(KOEKENAAP) REF NO: CAS 21/2023**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)
: Department of Cultural Affairs and Sport, Western Cape Government
: Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities); A valid code B (or higher) driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.
- DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants and flower beds); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.
- ENQUIRIES APPLICATIONS** : Ms L Jeptha Tel No: (021) 483 9722
: To submit your application, there are three methods in which you can apply, please only use one of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com
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DEPARTMENT ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 22 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.

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OTHER POSTS

POST 15/224 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 08/2023**

SALARY CENTRE : R424 104 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Business/Project management or related field; A minimum of 3 years experience in Enterprise or SMME (Small, Medium and Micro-Enterprise) related environments. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Sector Procurement as a tool for SMME development (access to markets); Business development support measures; Government processes and procedures; Project management; Excellent written and verbal skills; Computer Literacy; Communication skills (written and verbal); Problem solving; Network and business linkages; Impact and influence.

DUTIES : Provide support in the following areas: Implementation of initiatives to provide opportunities (e.g. access to markets) for small businesses; Initiatives to enable small business access to non-financial and financial support; Building and strengthening partnerships to provide businesses development support services; Implementation of initiatives to enhance entrepreneurship within the region; Initiatives to identify specific gaps and/or blockages and refer to relevant components; Support the development of initiatives to improve the enabling environment for businesses through government interaction; Implementation of business innovation strategies and policies.

ENQUIRIES : Mr D Damons Tel No: (021) 483 4934

POST 15/225 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 07/2023**

SALARY CENTRE : R359 517 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management or similar environment. Recommendation: Experience in the following: Managing cash flows/expenditure; Budgeting/allocation of resources. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Acts, National Treasury regulations, Provincial Treasury Directives, etc.); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Financial Management Systems (BAS) and its structures; Appropriation accounts; Complex submissions; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to function under pressure; Sound organising and planning skills.

DUTIES : Assist in the following: Co-ordination of the budgeting and planning portfolio; Management of the revenue and expenditure portfolio; Co-ordination of the reporting portfolio; Participate in committees/forums/working groups.

ENQUIRIES : Mr R Le Breton Tel No: (021) 483 9158 / Ms H Matakane Tel No: (021) 483 9153

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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 : 22 May 2023

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OTHER POSTS

POST 15/226 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): RECTIFICATION REF NO: EADP 08/2023 (X2 POSTS)**

SALARY CENTRE : R451 587 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Environmental Management/Natural Sciences/Social Science/Geographical Sciences/Conservation Biology or related; Registered as a Environmental Assessment Practitioner (EAP) or Candidate EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and applied for registration or will apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); A valid (Code B) driving licence. Recommendation: Experience in the following: Review of Environmental Impact Assessment applications and/or related field; Integrated Environmental Management, including applicable legislation and policies; Environmental compliance and enforcement; National Water Act and water use licence applications; Biodiversity and coastal management policies and programmes; National Environmental Management: Waste Act and waste licensing applications. Competencies: Knowledge of the following: Evaluation of environmental impact assessments and management programmes/plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Environmental policies, guidelines, norms and standards; Environmental Management Systems; Constitution of RSA and Constitution of the Western Cape; Principles of environmental management; Relevant policies and procedures of the Directorate/Dept; Public Service Code of Conduct. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal); Ability to work independently and as part of a team.

DUTIES : Maintain quality and productivity regarding the efficient and effective processing of section 24G applications; Conduct compliance with section 24G Environmental Authorisations; Provide a support service with regard to environmental comment and advice; Provide a support with regards to Productivity and Quality Management within the component.

ENQUIRIES : Zaidah Toefy Tel No: (021) 483 2701

POST 15/227 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY MONITORING REF NO: EADP 12/2023**

SALARY CENTRE : R451 587 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning. Competencies: Knowledge of the following:

Environmental Management (air quality management, integrated environmental management; pollution management; regulatory services); Air Quality Management Systems (e.g. air quality monitoring network, atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation (e.g. NEMA, NEM:AQA). Skills in the following: Communication (written and verbal); General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Excellent research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team.

DUTIES : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Provide specialist advice and technical expertise and assistance with respect to the operation and maintenance of an air quality monitoring network; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr J Leaner Tel No: (021) 483 2888

POST 15/228 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL ECONOMY REF NO: EADP 10/2023**

SALARY CENTRE : R310 767 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Natural, Physical or Environmental Sciences, Social Science or Economics; A valid driving license (Code B or higher). Recommendation: Willingness to travel within the Western Cape. Competencies: Knowledge in the following: Green Economy; Sustainability; Good understanding of the energetic mix and environmental challenges or genuine curiosity towards these subjects. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc) and internet; Excellent communication (written and verbal); Excellent interpersonal skills; Ability to take initiative; Multi-tasking; Committed and dedicated; Ability to handle stress; Ability to work independently and as part of a team.

DUTIES : Assist with the coordination of Environmental Economy activities in the Department; Undertake research as required to support Environmental Economy efforts within the Western Cape; Assist with mainstreaming, implementation and reporting of Resource Efficiency efforts across Western Cape; Awareness and education for Resource Efficiency and Environmental Economy in Western Cape; Awareness and education for broader themes of Resource Efficiency in Western Cape Government operations; Awareness of Green Economy development; Assist with organising meetings, environmental awareness events, seminars and conferences.

ENQUIRIES : Ms A Mali Tel No: (021) 483 5897

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 15/229** : **DIRECTOR: VIOLENCE PREVENTION**
Directorate: Violence Prevention
- SALARY** : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Public Health/Social Science or related field as recognized by SAQA with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant) Experience Appropriate experience and proven track record in all major aspects of management. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Knowledge and understanding of policy development, strategy management, monitoring and review processes. Knowledge and understanding of information systems, programme and project management. Knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of public service procedures, processes and systems. Ability to communicate in at least two of the three official languages of the Western Cape. Strong corporate management skills within a health care environment. Note: No payment of any kind is required when applying for this post.
- DUTIES** : Provide strategic management including change management, guidance, advice and oversight in respect of violence prevention policies, strategy as well as intervention development and implementation. Facilitate the development, co-ordination, approval as well as the evaluation of evidence-based policies and violence prevention interventions and ensure the implementation thereof. Provide overall guidance and support to the Implementation Teams across the various geographic areas. Collaboratively influence policy and strategy alignment between all spheres of government. Ensure that trust-based relationships/partnerships with stakeholders are developed through managing stakeholder expectations, networking and fostering good communications. Overall responsibility for corporate governance, including all aspects of People Management and Development, and Financial Management.
- ENQUIRIES** : Ms JO Arendse Tel No: (021) 815 8612
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : 26 May 2023
- POST 15/230** : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Metro Health Services
- SALARY** : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such, as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the

Western Cape. Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Adaptive leadership capability, with the ability to create and lead a high performing hospital leadership and management team to promote efficiency, creativity, diversity, critical thinking, and rewarding workplace relationships within the hospital. Ability to develop, implement, monitor, and evaluate an organisational change management plan for the hospital to achieve the vision and objectives of the hospital, to respond to challenges, mitigate resistance to and engage staff in successful change efforts. Strong corporate management skills within a health care environment. Policy implementation and guidelines development skills. Strong business orientation with proven skills and ability in the financial management of health services. Ability to manage and deescalate conflict effectively and to lead in productive problem-solving within the hospital. Open-minded and able to accommodate diverse views. Ability to respond fast, decisively, and appropriately to rapidly changing situation. Computer literate in MS Office and familiar with online tools for effective communication.

- DUTIES** : Exercise leadership and overall governance, within the departmental strategic priorities and frameworks of Transitional Care as it pertains to Mental Health and Services for Persons with Intellectual Disability. Overall responsibility for Clinical Governance of Alexandra Hospital as it seeks to incorporate the Transitional Care Model, residential and community based mental health governance. Engage and coordinate key stakeholders in an oversight role, within the Department of Health and Wellness and with intersectoral government and NPO partners. Ensuring effective and efficient management of all aspects of patient care, at the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, management of Support Service and oversight of Contract management with key partners. Incumbent will be required to manage the health facility and services efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health and Wellness department. Represent the facility appropriately in relevant internal and external governance interactions. Provide leadership support to the specific facility and deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Hospital. Implement Health Policies and Protocols. Ensure effective and efficient liaison and co-operation with all Service Providers in the geographic areas of responsibility as well as the Health Facility Board and representatives of the community, and other statutory bodies, as appropriate. Encourage the use of evidence in the development and evaluation of services by staff within the hospital, support engagement with the departmental research processes and academic institutions in the generation and sourcing of evidence to improve service development and delivery.
- ENQUIRIES** : Dr G Perez Tel No: (021) 815-8668
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023

OTHER POSTS

- POST 15/231** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (OBSTETRICS AND GYNAECOLOGY)**
Chief Directorate: Rural Health Services
- SALARY** : R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid Code B drivers' license. Be able to work commuted overtime at

- Obstetrics and Gynaecology Department. Provide governance for the Termination of Pregnancy (TOP) Service for Garden Route and Central Karoo. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape, as well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.
- DUTIES** : Manage overall performance of a 24/7 Obstetrics & Gynaecology service, including the outreach program of the department. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District. Corporate governance of the Obstetrics & Gynaecology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Obstetrics & Gynaecology Department.
- ENQUIRIES** : Dr T Koen Tel No: (044) 802-4535
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023
- POST 15/232** : **PHARMACY SUPERVISOR GRADE 1**
Garden Route District
- SALARY** : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : George Sub-district, (Thembaletu CDC)
- REQUIREMENTS** : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. To be registered as Responsible Pharmacist with the SAPC when appointed. Ability to communicate in at least two of the three official languages of the Western Cape. Preparedness to be registered as a tutor with the SAPC. Preparedness to be registered with the SAPC as a Supervising Pharmacist for Primary Health Care Clinics. Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Appropriate 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. Sound Management, communication and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV).
- DUTIES** : Responsible for Pharmaceutical and Therapeutic governance in the facility where they are appointed as well as the primary healthcare facilities resorting under their appointed facility. Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Manage, assess, and monitor compliance of own facility and facilities resorting under their appointed facility with regards to Good Pharmacy Practice and ideal facility standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff and supervision and management of Indirectly Supervised Pharmacist Assistants. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the rural primary health care setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, and rational medicine use prescription reviews.
- ENQUIRIES** : Mr S Honeyborne Tel No: (044) 814-1143
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 19 May 2023

POST 15/233 : **DEPUTY DIRECTOR: QUALITY ASSURANCE**
Directorate: Assurance

SALARY : R811 560 per annum, (A portion of the package can be restructured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate clinical services experience. Appropriate management experience at a minimum of Assistant Director level. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Applied Strategic and Critical Thinking. Problem-solving, Decision making, Communication (written, verbal and public) skills. Computer Literacy - Applying Information Technology abilities to analysing, learning, and researching. Creating and innovating. Formulating Strategies and Frameworks. Planning and Organising, Change Management. Coping with Pressures. Positive Impact and result driven. Organisation, Self-management. Team membership. Continuous improvement. Diversity Management. Monitoring & Reporting. Service Delivery Improvement Plans Development.

DUTIES : Effective and efficient management of the sub-directorate Quality Assurance (Q A), through Development, Coordination and Implementation of Unit's programmes aligned to National Policies. Ideal Health Realisation Maintenance and Office of Health Standards compliance requirements. Ensure compliance with requests and deadlines being met in respect to all requests for information, submissions, and ministerial enquiries. Manage and co-ordinate stakeholders and institutions as it relates to overall assessments and Quality Improvement interventions under the QA sub- directorate's responsibility. Monitor implementation of legislation and reporting on performance outcomes of Health Establishments on QA activities. Interpret compliance data with regulated norms and standards and service risks by Health Establishments. Develop, co-ordinate and manage implementation of operational plans and QA Strategic Framework. Management of the human resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives. Act as the Department link person with the National Department of Health and Office of Health Standard Compliance in respect of Quality Improvement Programmes. Conduct Research in the QA field to stay up to date with new developments. Ensure improvements in the Patient Experience of Care processes. Provision of high-level Support to top Management and other components.

ENQUIRIES : Mr N Mavela Tel No: (073) 875-8343 / (021) 483-3316

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

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

CLOSING DATE : 19 May 2023

POST 15/234 : **DEPUTY DIRECTOR: SERVICE PLATFORM DESIGN**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R811 560 per annum

CENTRE : Office of the Director Clinical Service Improvement

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related national diploma or degree or equivalent registerable with a South African statutory health professions body. A post graduate qualification in Public Health. Experience: Appropriate experience in managing and coordination of public health programmes or systems. Appropriate experience in public health policy development and implementation. Inherent requirement of the job: Valid driver's license. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Ability to adapt and respond to change. Advanced computer literacy. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Good project management skills. Sound research skills. Sound written and communication skills in at least two of the three official languages of the Western Cape. Strong deciding and initiating action.

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

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 May 2023

POST 15/235 : **OPERATIONAL MANAGER: NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Rural Health Services

SALARY : R627 474 per annum (PN-B3)
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the Job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others.

ENQUIRIES : Ms J Ehlers Tel No: (044) 802-4536
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 May 2023

POST 15/236 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R627 474 per annum (PN-B3), (plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE : Bredasdorp CDC, Cape Agulhas 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 Professional Nurse and midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as

Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to effectively communicate in at least two of the three official languages of the Western Cape. Valid code 8/EB driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Ms G Van der Westhuizen Tel No: (028) 514-8400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 19 May 2023

POST 15/237 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR GRADE 1 (RADIOGRAPHIC PACS/RIS)**
 Chief Directorate: Metro Health Services

SALARY : R502 785 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirements of the job: Willingness to be on call. Valid (Code B/EB) driver's license and willingness to travel within the Metropole and to peripheral sites. Competencies (knowledge/skills): Experience in Information Technology and medico legal risks. Detailed knowledge of Medical Imaging procedures and equipment. Knowledge of PACS/RIS Systems, solutions, and applicable international standards (DICOM, IHE, HL7). Knowledge of medico legal risks, CR and Digital imaging modalities and medical imaging workflow. Ability to conduct and facilitate training. Knowledge of Telemedicine systems and workflow. Proficient in at least two of the three official languages of the Western Cape.

DUTIES : Control and participate in delivering optimal diagnostic imaging. Perform Radiographic duties including Quality Control of Radiographic Equipment. Support the ASD Radiography in managing the radiology department. Manage and support all technical aspects of PACS/RIS and teach and train all categories of staff. Monitor the effective and efficient functioning of PACS/RIS within the Radiology department, end users in the rest of the Hospital and peripheral sites. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. Deliver an efficient and effective support service to the Provincial E Health Clinical Systems: PACS/RIS programme co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services. Manage and support the project when implementing the PACS/RIS solution or any upgrades and change to the solution. Manage accessibility of images at all the Peripheral sites. Manage

		and Support the Teleradiology/Telemedicine services. Manage and compile statistical information.
<u>ENQUIRIES</u>	:	Mr A Cokoyi Tel No: (021) 360-4305
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/238</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) – OUTPATIENTS</u>
		<u>DEPARTMENT</u>
		(Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R497 193 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e annual licencing receipt of 2023). Experience: A minimum of 7-years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code B/EB driver's license Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/skills): Good managerial, supervisory, report writing and decision-making skills. Computer literacy (Word, Outlook, Excel and PowerPoint). Knowledge and insight of legislation, policies and procedures, relevant to current nursing practice within the Public Service. Disciplinary procedure and conflict management skills. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape. Good leadership and organizational skills, and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Ms G Mashaba Tel No: (021) 360-4408
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/239</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)</u>
		Garden Route District
<u>SALARY</u>	:	R497 193 per annum (PNA-5)
<u>CENTRE</u>	:	Garden Route District Office (Stationed at Mossel Bay Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Disease Management.

		Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Ensure implementation, coordination, monitoring and evaluation of the District HIV/AIDS/TB Services. Provide comprehensive support for Mossel Bay and Hessequa Sub-districts to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support Mossel Bay and Hessequa Sub-Districts to achieve programmatic deliverables including Maternal-Child-Women's-Health, First 100 days strategy, HIV/AIDS/STI/TB, and Chronic Disease Management. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Support the Mossel Bay and Hessequa Sub-Districts to achieve and maintain Ideal clinic and Ideal Hospital status for all Health Facilities.
<u>ENQUIRIES</u>	:	Ms G Holton Tel No: (044) 803-2700
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/240</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R444 741 per annum Grade 2: R520 785 per annum Grade 3: R612 642 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA in Ultrasound Radiography. Experience: Grade 1: None after registration with the HPSCA in Radiography in Ultrasound Radiography. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. Ability to assist with competence building and training. Good interpersonal skills. Ability to work independently and as part of a multi-disciplinary team. Computer literate.
<u>DUTIES</u>	:	Provide a sonography service to support the general specialist disciplines in Worcester Hospital and the surrounding Geographical Service Area. Responsible for quality assurance in the sonography department. Effective and efficient operational management of the sonography service within the Radiography department, including Human Resource Management, Finances and Asset Management where applicable.
<u>ENQUIRIES</u>	:	Ms E Dreyden Tel No: (023) 348-1129
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency 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.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/241</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R431 265 per annum (PN B1) Grade 2: R528 696 per annum (PN B2)
<u>CENTRE</u>	:	George Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. 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 a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Mental health unit.
- DUTIES** : Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Mental Health service Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms L K de Goede Tel No: (044) 802-4352
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.
- CLOSING DATE** : 19 May 2023
- POST 15/242** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Central Karoo District
- SALARY** : Grade 1: R431 265 per annum (PN-B1)
Grade 2: R528 696 per annum (PN-B2)
- CENTRE** : Beaufort West 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. A post-basic nursing qualification with a 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. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least

10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty). Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive a Mobile Clinic. Willingness to work overtime when necessary. Rotation and relief of CNP staff on their leave periods at other facilities in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health and Wellness: Western cape.

DUTIES : Manage and provide clinical comprehensive PHC services in the facility as well as to the surrounding farming communities. Support COPC implementation and planned interventions at the community level. Plan and implement Health Promotion and Prevention activities in the facility and the community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist the Operational Manager: PHC with managing human resources.

ENQUIRIES : Mr J Erasmus Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 19 May 2023

POST 15/243 : **ASSISTANT DIRECTOR: FINANCIAL MANAGER (PATIENT FEES AND ADMINISTRATION)**

SALARY : R424 104 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Public Management or Public Administration or Finance related e.g., Economics/Accounting. Experience: Appropriate experience in Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirement of the job: Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Problem solving and lateral thinking. Good communication, training, presentation, interpersonal relationships, leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge source systems such as AR BILLING, CLINICOM, BAS, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Patient Fees and Admin.

DUTIES : Provide effective and efficient leadership and support to 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 Auditor General audit process and implement interventions to mitigate findings.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3249
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 May 2023

POST 15/244 : **SYSTEM CONTROLLER**
 Directorate: Information Management

SALARY : R424 104 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Information Technology. Experience: Appropriate working experience in Medicine Management Systems. Appropriate demonstrated experience and skills in Microsoft Excel and report writing. Inherent

requirement of the job: A valid (Code B/EB) driver's licence. A high level of computer literacy Competencies (knowledge/skills): Experienced in system support to be able to manage the Medicine Management systems used in the province. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Experience in the use of Microsoft Excel. Microsoft report writing skills. Knowledge of Impromptu® and Crystal® reporting software. Knowledge of the CRD® software.

- DUTIES** : Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Support the standard monthly and ad hoc reporting requirements using report writing tools. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
- ENQUIRIES** : Ms T Blockman at 072 321-2015
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Short-listed candidates will be required to undergo competency assessments/proficiency tests.
- CLOSING DATE** : 19 May 2023

POST 15/245 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: (HT WAREHOUSE)**

Directorate: Facilities and Infrastructure Management, Health Technology, Projects (on the premises of Lentegeur Hospital)

- SALARY** : R202 233 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/ Mathematics Literacy and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in EPS and Logis system, Asset Management and Procurement. Inherent requirement of the job: Good communication and writing skills in at least two of the three official languages of the Western Cape. Valid (code B/ EB) driver's licence. Competencies knowledge/skills): Computer skills. Basic calculation skills. Ability to perform physical duties in respect of asset movement. Knowledge of Procurement and Asset Management systems and SC regulations applicable. Good People, Verbal and written communication skills.

- DUTIES** : Acquire quotations via IPS (Integrated Procurement system). Procure assets on LOGIS system. Receive and Capture receipt of assets on computer system, including serial numbers. Mark and storage of assets according to prescribed norms, Move and Place assets in allocated areas. Verify that all assets have been allocated correctly and are indicated on the asset register of the hospital/health facility. Assist with the installation and commissioning process, selection of assets, physical uploading and unloading of trucks.

- ENQUIRIES** : Ms N Soetsenburg Tel No: (021) 834-5122
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : The duties will be performed at various HT sites. No payment of any kind is required when applying for this post. A practical test will be done as part of the interview.
- CLOSING DATE** : 19 May 2023

POST 15/246 : **ADMINISTRATION CLERK: ADMISSIONS (FINANCE)**

Chief Directorate: Rural Health Services

- SALARY** : R202 233 per annum
- CENTRE** : George Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in Clinicom. Appropriate experience in ECM/Medical records. Inherent requirement of the job: Good communication and writing skills in at least two of the three official languages of the Western Cape. Required to work shifts, weekends, public holidays and night shift. Required to work overtime on short notice. Must be willing to rotate and/or relief personnel. Competencies knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18.
- DUTIES** : Admit, register, assess patients, open folders and raise invoices. Ensure audit compliance, and accurate data recording within Admissions. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Safe custody of patient's belongings. Prepare, scan, index and QA patient folders. Support to supervisor, colleagues and other departments.
- ENQUIRIES** : Mr J Malgas Tel No: (044) 802-4422, email: John.malgas@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023
- POST 15/247** : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Rural Health Services
- SALARY** : R171 537 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering and time management.
- DUTIES** : Supervise, coordinate, control and inspect the duties of the Household Aids. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Provide food and drink to patients. Support nursing personnel with non-nursing functions. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.
- ENQUIRIES** : Ms L de Goede Tel No: (044) 802-4352
- APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
- FOR ATTENTION** : Mr W Biggs
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 19 May 2023
- POST 15/248** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R125 373 per annum
- CENTRE** : Helderberg Hospital
- REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate porter experience. Inherent requirement of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.
- DUTIES** : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files,

reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.

ENQUIRIES : Ms B 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 : 19 May 2023

POST 15/249 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of handling of clean and dirty linen within a healthy environment. Inherent requirement of the job: Willingness to do manual labour and assist in other departments when required. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic knowledge of the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing linen. Must be able to count well.

DUTIES : Collect dirty linen from wards. Receive clean linen, count and issue clean linen to wards. Counting of linen. Keep linen area and storeroom clean and tidy. Washing of patients' clothes.

ENQUIRIES : Mr K Jason Tel No: (021) 826-5831
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 May 2023

POST 15/250 : **CLEANER**
Overberg District

SALARY : R125 373 per annum
CENTRE : Gansbaai Clinic, Overstrand Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirement of the job: Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Good interpersonal skills. Relief duties in other departments. Competencies knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices.

DUTIES : Maintain a high standard of neat and hygienic environment in facility as stated in a weekly/daily/quarterly and six-monthly schedule according to IPC Policy. Maintaining of cleaning and maintenance of equipment. Ensure the correct waste containers are used according to the correct waste. Effective and correct handling of suppliers, equipment and cost-effective use of resources/consumables.

ENQUIRIES : Ms ALI Davids Tel No: (028) 384-1917
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 : 19 May 2023

POST 15/251 : **GENERAL WORKER STORES**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Oral Health Centres
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a store's environment. Inherent requirement: Ability

to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies knowledge/skills): Ability to work in a team. Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking.

- DUTIES** : Timeous delivery of stock to departments, theatres, and clinics in a cost-effective and safe manner. -Assist clerks with the receipt, storage, and issuing of stock. Assist with the moving of equipment (assets). Maintain the audit trail of deliveries. Clean stores on a regular basis. Any ad-hoc duties.
- ENQUIRIES** : Ms B Linnert Tel No: (021) 937-3009
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 19 May 2023

DEPARTMENT OF INFRASTRUCTURE

- 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** : 22 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 POSTS

- POST 15/252** : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: GENERAL (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER)**
REF NO: DOI 20/2023
- SALARY** : Chief Engineer - Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed)
Chief Construction Project Manager – Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed)
Chief Architect – Grade A: R990 747 per annum, (all-inclusive salary package), (OSD as prescribed)
Chief Quantity Surveyor – Grade A: R990 747 per annum, (all-inclusive salary package), (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Recommendation: Experience in leadership roles in the built environment. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational

		Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	:	Manage professional in-house project teams and relevant committees for a particular project or group of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 438 4605
<u>POST 15/253</u>	:	<u>PROFESSIONAL CIVIL/STRUCTURAL ENGINEER (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 19/2023</u>
<u>SALARY</u>	:	Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety Act and regulations; National building regulations and all relevant built environment legislation; Financial management; Programme and project management; Built environment (civil/structural engineering design and analysis in the construction of office buildings and general facilities; Computer aided design of building structures and services; Design of different structural systems; Design of roads, water, storm water and sewer reticulation and systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Skills needed: Decision-making, leadership, problem solving and analysis, people management, technical report writing, planning and organising, conflict management; Proven computer literacy (MS Office; MS Project, Revit, AutoCAD and engineering application); Ability to work under pressure, meet deadlines and work in a team.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 15/254</u>	:	<u>CHIEF WORKS INSPECTOR (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: DOI 17/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.
<u>DUTIES</u>	:	Deliver infrastructure maintenance, upgrading and minor new works of education facilities; Project management and administration in respect of

scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr N Nolan Tel No: (021) 483 9366

MOBILITY DEPARTMENT

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 : 22 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 POSTS

POST 15/255 : **DEPUTY DIRECTOR: CONTRACT DEVELOPMENT REF NO: DM 08/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTRE : Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in contract development and monitoring. Recommendation: Experience in contract development, monitoring and management. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; All legislation, regulations and policies impacting on public transport activities; National and Provincial Treasury Regulations and Directives as well as appropriate management information systems. Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making.

DUTIES : Manage the achievement of component goals in respect of Contract Development: Identification of contract areas and monitor the developments in each one; Ensure the establishment of services. Establish the following: Legal and organisational arrangements between role-players; Contracts and Service Level Agreements (SLAs) with transport operators and service providers. Negotiate contracts with operators and stakeholders; Evaluate, recommend and verify implementation of amendments of contracts; Amend contracts and SLA's; Monitoring the consultation process with commuter forums, local authorities, other departments and stakeholders; Scrutinize and approve the final design specifications for inclusion in the contract documents. Tender Management: Compilation and verification of tender documents. Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Prepare and control work-unit budget; Ensure conformity with Public Financial Management Act and auditing requirements. Management the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated

staff and sound labour relations: Participation in the recruitment of staff; Actively manage the performance, evaluation and rewarding of staff; Monitor capacity building within the Sub-Directorate.

ENQUIRIES : Mr R Collins Tel No: (021) 483 8940

POST 15/256 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: DM 07/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mobility Department, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting Science; A minimum of 5 years relevant supervisory experience in a financial accounting environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Numerical; Systematic approach.

DUTIES : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

ENQUIRIES : Mrs K. Proctor-Fourie Tel No: (061) 884 6572

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 : 22 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 POSTS

POST 15/257 : **CHIEF ORGANISATION DEVELOPMENT PRACTITIONER REF NO: DOTP 43/2023 (X3 POSTS)**
12 Month Contract

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09), plus 37% in lieu of benefits
: Department of the Premier, Western Cape Government
: An appropriate 3-year national Diploma/B-Degree (equivalent or higher qualification) in Behavioural Science (Industrial Psychology), Management Science or Public Administration; A minimum of 3 years experience in an organisation development or similar environment; A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Job Analyst Certificate; Business Process Mapping, Redesign and Improvement Certificate/ or Management Services Certificate/ or Organisation and Development Certificate. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation

development theory, practice and techniques; Systems theory; Functional knowledge of key elements/determinants of organisational performance as they relate to the field of organisation development, including diagnostic and intervention processes and techniques; Key elements of organisational behaviour; Equate Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry; Research methods / statistics; Functions of the various components of the Department of the Premier to ensure a holistic, integrated approach to interventions; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Skills needed: Mentoring and coaching, leadership, motivation, research, analytical, diagnostic, planning and organising, innovative problem-solving, facilitation, conflict resolution and communication skills (written and verbal).

DUTIES : Design and develop OD intervention methodologies and instruments; Negotiate and supervise (quality assurance) the drafting of terms of reference of OD intervention projects with clients and conclude a draft project plan and "project contract" with the client; Execute and supervise (quality assurance) organisation diagnostic interventions to understand clients' current functioning and to identify areas for further development or interventions; Execute and supervise (quality assurance) the design and planning of appropriate OD interventions based on the organisational diagnosis; Execute and implement advanced OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques, and supervise (quality assurance) such interventions by OD Practitioners; Function as project team leader in respect of specialist functional and project teams.

ENQUIRIES : Mr J Boonzaaier Tel No: (021) 466 9700

POST 15/258 : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 13/2023 R1 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations, Human Resource Management, Law or related field of study; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.

DUTIES : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr P Samuel Tel No: (021) 483 5118

POST 15/259 : **GENERAL FOREMAN: PEOPLE EMPOWERMENT AND TRAINING (STELLENBOSCH) REF NO: DOTP 30/2022 R1**

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Department of the Premier, Western Cape Government
: Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Equipment; Stores; Gardening; Safety; Livestock; Tools; HR matters; Planning and organising; Basic communication skills; Interpersonal; Numeracy and literacy; Ability to operate elementary equipment and machines.

DUTIES : Oversee the execution of routine activities in respect of the following: Maintenance of buildings; Gardening and/or maintenance of grounds; Safety and security; Supervise and oversee the execution in respect of cleaning, safeguarding and maintenance services.

ENQUIRIES : Mr E Plaatjies Tel No: (021) 865 8051

DEPARTMENT OF LOCAL GOVERNMENT

- 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** : 22 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 15/260** : **ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY**
REF NO: LG 23/2023
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Security management; Working knowledge of financial management; Willing to work irregular hours. Competencies: Knowledge of the following: Minimum Information Security Standards (MISS); Minimum Physical Security Standards (MPSS); Public Finance Management Act; Protection of Personal Information Act; Skills needed: Proven computer literacy (MS Office); Problem solving, report writing, presentation; Written and verbal communication; Minute taking.
- DUTIES** : Investigate complaints and incidents relating to employees and safety in the department; Give advice regarding the execution and application of security procedures, systems and action plans; Apply physical risk management control at the departments offices and departmental events; Implement and maintain policy development; Co-ordinate and facilitate security training and awareness; Monitor departmental compliance with security management practices and protection of information.
- ENQUIRIES** : Ms M Coerecus Tel No: (021) 483 5122

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 22 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 15/261 : **DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: (PT 13/2022 R2)**

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), (all-inclusive salary package)
 : Provincial Treasury, Western Cape Government

: A appropriate B degree; A minimum of 6 years relevant middle management experience; The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Knowledge of the human resources management function. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Knowledge of provincial policy development processes. Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review processes. Knowledge of financial management processes. Proven knowledge on Strategic Sourcing and Preferential Procurement. Broad knowledge on procurement activities. Knowledge on industry trends and best practices per commodity groups. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement. Knowledge on Procurement policies/procedures/contract management. Proven knowledge on SCM technology and data driven practices. Broad knowledge of asset management practices. Research and reporting procedures. Client needs, planning and organising interpretation of policy matters. Knowledge of financial norms and standards (Public Finance Management Act - PFMA, Municipal Finance Management Act - MFMA, National Treasury regulations - NTR's, Provincial Treasury Directives/ Instructions - PTI's). Knowledge of Infrastructure and Asset Management. Skills Excellent networking and network formation skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills (verbal and written). Outstanding planning, organising and people management skills. Computer literacy skills.

DUTIES : Line Management: Strategic management, guidance and advice in respect of local government supply chain management and asset management. This includes the following functional areas of service delivery: Setting best practice norms and standards. Strategic Procurement Supply Chain Management Governance Supply Chain Management Technology Support and assist municipalities to improve their functional capacity. Ensure and enforce compliance, i.e. proper assessment, guiding and monitoring to norms and standards. Establish a data strategy and collate data related to bid awards to assess supplier spread, socio-economic impact and actual bid practices. Guide appeal processes and responding to supplier complaints after due process has been followed. Assess alleged malpractices and possible collusive tendering practices and recommend to the relevant Council. Guide and assist municipalities with asset management implementation Supporting municipalities through technology efficiencies to improve supply chain management and asset management governance and performance. Driving sustainable procurement through fostering socio-economic development in procurement practices. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active

involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Programme Manager on all aspects of the Directorate. Perform diligently all duties assigned by the Programme Manager. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 22 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 POSTS

POST 15/262 : **DEPUTY DIRECTOR: ACQUISITION CONTRACT MANAGEMENT AND LOGISTICS REF NO: DSD 59/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (PFMA, National Treasury regulations, Provincial Treasury Directives/Instructions; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial Management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies/procedures/contract management; Industry trends and best practices per commodity groups; Records management, inclusive of registry services, policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Monitoring, evaluation and reporting; Organising skills for record keeping and

- safeguard; Communication (written, verbal and presentation); Proven computer literacy; Research skills.
- DUTIES** : Responsible for the following: Policy and implementation; Performance and compliance management; Acquisition management; Contract management and administration; Logistics management; Asset management; Perform managerial tasks.
- ENQUIRIES APPLICATIONS** : Mr J Smith Tel No: (021) 483 8679
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/263** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (PHILLIPI)**
REF NO: DSD 63/2023
- SALARY CENTRE REQUIREMENTS** : R432 348 - R500 715 per annum, (OSD as prescribed).
: Department of Social Development, Western Cape Government
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES APPLICATIONS** : Mr Q Arendse at Tel No: (021) 763 6206
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/264** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL)**
REF NO: DSD 52/2023 R1
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Department of Social Development, Western Cape Government
: An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems; Human Resource Management; policy development; Budgeting processes; Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.
- ENQUIRIES** : Mr D.N Arendse Tel No: (021) 483 8646

- 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>
- POST 15/265** : **ASSISTANT DIRECTOR: GOVERNANCE REF NO: DSD 58/2023**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework; Risk management frameworks; Government financial systems; Human Resource Management; Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research; Ability to analyse, conceptualise and implement policy.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Perform managerial and supervisory tasks.
- ENQUIRIES** : Mr D.N Arendse Tel No: (021) 483 8646
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>
- POST 15/266** : **ADMINISTRATIVE OFFICER (MONITORING): OLDER PERSONS REF NO: DSD 57/2023**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.
- DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
- ENQUIRIES** : Ms D Fortuin Tel No: (021) 483 3992
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>
- POST 15/267** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 61/2023**
- SALARY** : Grade 1: R293 670 – R337 860 per annum, (OSD as prescribed)
Grade 2: R358 626 – R403 275 per annum, (OSD as prescribed)
Grade 3: R431 265 – R521 172 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent

qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms S Smith Tel No: (021) 202 9248
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>

POST 15/268 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 62/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or mathematics as a passed subject; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Supply chain management; Electronic Procurement System. Competencies: A good understanding of the following: Financial norms and standards (Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; A guide for Accounting Officers and Authorities (SCM); Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

DUTIES : Capturing on the Electronic Procurement System; Compile and prepare supporting compliance documents; Obtain/provide information for responses to client as and when requested by approver; Conclude the finalisation of awards on the Electronic Procurement System.

ENQUIRIES : Mr M November Tel No: (021) 483 6244
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>

POST 15/269 : **DRIVER/HANDYMAN: ADMIN SUPPORT (KENSINGTON) REF NO: DSD 60/2023**

SALARY : R147 036 per annum (Level 03)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10); A minimum of 7 months relevant experience; A valid (Code B or higher) driving license. Competencies: and procedures; Relationship management; Skills in the following: Diversity management; Continuous improvement; Independent thinking; Communication skills (verbal and written); Ability to work under pressure; Ability to meet tight deadlines; Ability to work in a team and independently.

DUTIES : Perform general transport duties: Stand-by services for emergency trips and after hour transport duties; Maintenance of office building: Conduct regular building inspections; Maintenance of office equipment and furniture: Repair broken furniture and equipment.

ENQUIRIES : Mr J Campher Tel No: (021) 511 5169
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com

NOTE

: Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.