

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 29 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 16/322 : **DIRECTOR: ARTS, CULTURE AND LANGUAGE SERVICES REF NO: CAS 18/2023**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive salary package)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 6 years' relevant experience in middle management. Recommendation: Proven knowledge of all aspects of Arts, Culture and Language Services; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; and Proven knowledge and understanding of programme and project management. Competencies: Knowledge of the following: Strategic Capability and Leadership; Project and Programme Management; People management and empowerment; Change management; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge, understanding and working experience the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of Labour relations legislation and regulations and performance management.

DUTIES : Line management; Strategic Management (including change management); People Management; and Financial Management

ENQUIRIES : Ms. Louise Esterhuyse Tel No: (021) 483 5856

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>

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 16/323 : **DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)**
Cape Winelands District

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

CENTRE REQUIREMENTS : Cape Winelands District Office, Worcester
Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Extensive appropriate experience in Financial and Supply Chain Management. Appropriate management level experience. Inherent requirement of the job: A valid driving licence (Code B or higher). Competencies (knowledge/skills): Technology and computer proficiency: Excel, Word, Power Point, Outlook. Extensive knowledge and skills of relevant financial and supply chain management prescripts Strategic and Leadership skills. Good communication and presentation skills. Project Management skills.

DUTIES : Budget management and financial reporting within the Cape Winelands District Health Services. Manage the finance and supply chain management unit to provide effective and efficient services. Ensuring efficient management of the tender processes and delegation of authorities, contract management, asset management and stock take within the district. Compliance Management in line with finance and supply chain policies, PFMA and regulations to achieve effective corporate governance. Develop and implement comprehensive equipment and demand management plan for the district. Manage the human resource within the sub-directorate and support to Sub-districts to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance-orientated staff and sound labour relations. Oversee the transfer payments to funded Non-Governmental Organizations

ENQUIRIES APPLICATIONS : Ms H Liebenberg Tel No: (023) 348-8102
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 16/324 : **PHARMACIST GRADE 1 TO 3 (POISON INFORMATION CENTRE)**

SALARY : Grade 1: R768 489 per annum
Grade 2: R830 751 per annum
Grade 3: R906 540 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional body: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA-qualified employees One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 6 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa.

Grade 3: A minimum of 13 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 14 years of relevant experience after registration as a pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Experience in toxicology. Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work under pressure. Good communication and interpersonal skills. Able to work independently as well as in a team. Computer Literacy.

- DUTIES** : Successful rendering of the services of the Tygerberg Poison Information Centre, providing clinically meaningful consultancy to health care professionals and lay public. To share and communicate expertise infra- and inter-departmentally, nationally and internationally in order to optimize service output. Toxicovigilance - Identifying and evaluating the risks of poisoning that exist within the SA community, and proposing and evaluating measures taken to reduce, eliminate or manage them. Weekly accurate poison data checking with feedback. Weekly ward rounds and electronic record keeping of poisoning cases admitted to Tygerberg Hospital.
- ENQUIRIES** : Ms C Marks Tel No: (021) 938 -9334
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.
- CLOSING DATE** : 02 June 2023
- POST 16/325** : **REGISTERED COUNSELLOR: GRADE 1 TO 3 (X3 POSTS)**
Central Karoo District
- SALARY** : Grade 1: R645 129 per annum
Grade 2: R734 811 per annum
Grade 3: R829 668 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Oudtshoorn Sub-district (X1 Post)
George Sub-district (X1 Post)
Beaufort West Sub-district (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to communicate in at least two of the three official languages of the Western Cape Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution.

- Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention, identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
- DUTIES** : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskilling of mental health workers and other stakeholders as indicated. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
- ENQUIRIES** : Ms E Crause Tel No: (044) 803-2700
- 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** : 02 June 2023
- POST 16/326** : **REGISTERED COUNSELLOR: GRADE 1 TO 3 (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R645 129 per annum
Grade 2: R734 811 per annum
Grade 3: R829 668 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Ceres CDC, Witzenberg Sub-district (X1 Post)
Kayamandi Clinic, Stellenbosch Sub-district (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies' (knowledge/skills): Proven counselling skills with individuals, groups; set up of evidence -based community interventions; knowledge and/or experience in psychometric assessments, identification of mental health challenges and provide training. Work within your professional scope of practice. Refer appropriately Knowledge and experience in providing mentoring and supervision of other lay health workers. Able to work independently and in a team, demonstrate good presentation skills; the ability to conduct training; Good intra- and interpersonal skills, maintenance of good professional relations, effective conflict resolution and to be adaptable and innovative in a high-pressured environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).
- DUTIES** : Providing preventative and developmental counselling services to children, adults, couples and families including mental health screening of all patients, psychoeducation and mental health promotion. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis and at community level. Work within the multidisciplinary team and form part of the sub district and district mental health teams. Report writing and providing feedback to clients/supervisor(s) on interventions.

Perform clinical administrative duties as keep accurate statistics and conduct training and workshops. Provide supervision, mentoring and support to lay health worker and attend regular clinical supervision.

ENQUIRIES : Ms LC Phillips-Losch Tel No: (023) 348-8154

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 : 02 June 2023

POST 16/327 : **CHIEF MEDICAL ORTHOTIST PROSTHETIST (ORTHOTIC AND PROSTHETIC CENTRE, PINELANDS)**
Chief Directorate: Metro Health Services

SALARY : R520 785 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with the HPCSA. Experience: A minimum of 3 years appropriate experience in Orthotic / Prosthetic services after registration with the HPCSA as a Medical Orthotist and Prosthetist. Inherent requirement of the job: Valid Code B/EB driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Special expertise/competency in Footwear and service delivery mechanisms in accordance with the DOH's HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in Public Sector People-, Finance- and Supply Chain Management processes. Competency in information management. Computer literacy (Microsoft Office Package).

DUTIES : Strategic- and Operational Management of the Footwear section (OFS) at the Orthotic and Prosthetic Centre, WCDOH. Comprehensive Clinical Governance and Clinical Practice review, including the development and implementation of clinical protocols, guidelines, SOP's. Comprehensive People-, Financial- and Supply Chain Management of the footwear section, within allocated resources and according to prescripts. Estate- and Asset Management, including participate in the OPC refurbishment project. Information Management. Liaison with internal- and external stakeholders as required to improve the continuity of care. Head up training of OFT, MOP and assistants at OPC. Relief and/or stand in other components.

ENQUIRIES : Mr J Minnies Tel No: (021) 370-2348

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 : 02 June 2023

POST 16/328 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R627 474 per annum (PN-B3)

CENTRE : Kayamandi Clinic

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognisable experience after registration as Professional Nurse with the South African

Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification (R48) as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willing to work in other clinics within the sub-district. Ability to effectively communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms D Johnson Tel No: (021) 808-6108
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 : 02 June 2023

POST 16/329 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R424 104 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resources. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement: Valid (Code B/EB) driver's license. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development, and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel, and PowerPoint).

DUTIES : Facilitate, coordinate, and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System, and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up, and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts, and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.

ENQUIRIES : Ms P Kana Tel No: (021) 826-5789
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 : 02 June 2023

POST 16/330 : **ASSISTANT DIRECTOR: PROJECT MANAGER (DATABASE ADMINISTRATION)**
 Directorate: Information Management

SALARY : R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Project Management, Informatics, Information Science, Computer Sciences and/or Database Development. Experience: Appropriate experience including the job management. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement, document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills (Oracle and SQL server database administration experience will be an advantage). Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.
<u>DUTIES</u>	: Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: - development, implementation, communicating, reporting and monitoring of the project/s. Database administration including maintenance, enhancements, user support and system training. Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	: Ms L Shand Tel No: (021) 483-2639 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 02 June 2023
<u>POST 16/331</u>	: <u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALITY: THEATRE) CLINICAL FACILITATOR</u>
<u>SALARY</u>	: Grade 1: R431 265 per annum (PN B1) : Grade 2: R528 696 per annum (PN B2)
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley : 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 Medical and Surgical Nursing Science: Operating Theatre. Grade 1: A minimum of 4 years of appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years of appropriate recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the relevant speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Registration with a professional body: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years of appropriate recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the Specialty area. Knowledge of relevant legislation and policy related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making, and conflict-resolution skills.
<u>DUTIES</u>	: Identify and coordinate learning opportunities for all nursing and related staff as well as students in the Specialty area. Initiate and participate in training,

development, and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

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

NOTE : No payment of any kind is required when applying for this post. Candidates 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 Operating Theatre (technique) Nursing Science with the South African Nursing Council."

CLOSING DATE : 02 June 2023

POST 16/332 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU))**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R431 265 per annum (PN B1)
Grade 2: R528 696 per annum (PN B2)

CENTRE REQUIREMENTS : George Regional Hospital
: 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 Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. 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 Intensive/Critical Care 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. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Intensive/High Care unit. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties

ENQUIRIES APPLICATIONS : Ms LK De Goede Tel No: (044) 802-4352
: 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: Critical Care Nursing: General with the South African Nursing Council.

CLOSING DATE : 02 June 2023

POST 16/333 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R431 265 per annum (PN-B1)
Grade 2: R528 696 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE REQUIREMENTS : Calitzdorp CC, Kannaland Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. A valid driver's licence (Code B/E Band willing to drive mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES APPLICATIONS : Ms S Labuschagne Tel No: (028) 551-1342
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.

CLOSING DATE : 02 June 2023

POST 16/334 : **ARTISAN PRODUCTION: GRADE A**
Chief Directorate: Metro Health Services

SALARY : Grade A: R220 533 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum requirement: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement: The ability to communicate in at least two of the three official languages of the Western Cape. Valid Code EB/EC drivers' licence. Perform standby duties and overtime as required. Competencies (knowledge/skills): Appropriate experience in the electrical field especially in maintenance and repairs within a Hospital/Health environment. Keeping abreast with new techniques and materials. Knowledge of the Occupational Health and Safety Act. Computer literacy (MS Word and Excel). Supervisory skills. Ability to write reports.

DUTIES : Perform routine inspections, general repairs, maintain buildings. Assist to manage outsourced contracts and drawing up of minor contract specifications. Assist with the control of the workshop budget, stocktaking, ensure safekeeping and ordering of tools and materials. Assist with the Human resource management of staff, compilation of reports, statistics, and general administration. Assist with supervising the artisan assistant, tradesman aids and interns and manage the Disciplinary Procedures.

ENQUIRIES : Mr K Mubita, Tel No: (021) 659-5582
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 02 June 2023

POST 16/335 : **ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Patient Administration in an Admission environment. Appropriate experience in Clinicom and Cashiers. Inherent requirement: Valid (Code B/EB) driver's licence. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): A strong sense of confidentiality and trustworthiness. Good interpersonal skills. Good computer literacy in Outlook and Word and knowledge/skills in Excel, Knowledge of Hospital Fees Memorandum 18, PFMA, UPFS, and Finance Instructions. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Willingness to interact/work with people with physical and mental disabilities.

DUTIES : Render an administrative support service to patients, public, supervisor and staff. Assess patients in accordance with Hospital Memorandum 18, UPFS manual and related Finance instructions. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom and report all MVA's / WCA cases to AFCT hotline. Responsible for folder management, which includes completion and processing of folders. Responsible for effective revenue collection, which includes receipt of money, issue of receipt, banking of deposit, capture deposit close off and journals in BAS, issue of accounts and safekeeping of patient's valuables.

ENQUIRIES : Mr S Mathee Tel No: (021) 370-2303
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 02 June 2023

POST 16/336 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Morning Star Community Day Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate /Grade 12 (or equivalent). Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirement: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Advance Excel, PowerPoint and Outlook experience). Good interpersonal relations and organizational skills and to work under pressure. Sound Management, communication and conflict-handling skills.

DUTIES : To manage, deliver and provide effective and efficient admin functions. To ensure efficient communications and promote clear communications strategies. Effective utilization and control of all physical resources. Effective utilization of financial resources. Deal with written and or telephonic queries

		with regards to solving complaints of clients and/ or refer. Expenditure assistance to Facility Manager.
<u>ENQUIRIES</u>	:	Ms L Rose-Benjamin Tel No: (021) 829-8330
<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>	:	02 June 2023
<u>POST 16/337</u>	:	<u>SOCIAL AUXILIARY WORKER: GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R174 702 per annum Grade 2: R205 770 per annum Grade 3: R244 443 per annum
<u>CENTRE</u>	:	Worcester CDC, Breede Valley Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Competencies (knowledge/skills): Skills and knowledge of working within a hospital/medical setting and skills in psychosocial assessments. Skills and experience in substance use, parenting and grief management. Sound knowledge of relevant community resources and computer literacy. Sound interpersonal and communication skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. Participate in training and upskilling of patients and staff. Facilitate and participate in educational and awareness programmes.
<u>ENQUIRIES</u>	:	Ms A Theron Tel No: (023) 348-1316
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	02 June 2023
<u>POST 16/338</u>	:	<u>STERILISATION OPERATOR PRODUCTION</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R147 036 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in cleaning, packing, and sterilisation of equipment and instruments. Inherent requirement: Be able to do physical work and shifts, work on weekends and public holidays,

<u>DUTIES</u>	:	when required. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of cleaning materials and agents. Knowledge of hospital hygiene and sterilisation. Ability to operate equipment effectively and efficiently.
	:	(Key result areas/outputs): Reception, collection, cleaning, controlling, packing, sterilisation, and distribution of equipment, linen, and instruments. Biological and chemical testing of sterilisation units. Report safety risks. Perform duties in the absence of colleagues when necessary. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms Y Solomons Tel No: (021) 402-6405
<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 requested to complete a practical test.
<u>CLOSING DATE</u>	:	02 June 2023

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	:	29 May 2023
<u>NOTE</u>	:	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

<u>POST 16/339</u>	:	<u>HEAD OF DEPARTMENT: INFRASTRUCTURE REF NO: DOI 22/2023</u> (5-Year Contract)
<u>SALARY</u>	:	R2 068 458 per annum (Level 16), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience of which at least 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and infrastructure sectors. Competencies: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on infrastructure and human settlements; Understanding of information systems that aid in the management of knowledge and information pertaining to the department's function;

Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance and discourse management processes; The functioning of the Province and the activities of sister departments; Performance management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Emotional Intelligence; Relationship building; Problem-Solving; Decision-making; Persuasion; Coaching; Delegation; Organisation; Planning and Strategising; Conflict Resolution; Resilience; Big picture thinking; Strategic Forecasting; Negotiation; Cultural awareness; Adaptability.

DUTIES

: Facilitate the development of a Western Cape Infrastructure strategy and drive the implementation thereof; Manage the Provincial Transport Infrastructure; Manage the Public Works portfolio; Strategic management, advice and guidance in respect of the following areas: Manage the provincial road network; Promote sustainable integrated human settlements development in the Western Cape; Strategically develop, manage and maintain the property portfolio of the Province; Transversally plan, co-ordinate and implement integrated infrastructure strategies and programmes; Ensure the provision of effective financial management services inclusive of supply chain management to the Department; Ensure the provision of effective and efficient services to the Provincial Minister; Play a leading and supporting role on different transversal and strategic platforms; Ensure the implementation of sound people management practices; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Department; Diligently perform all duties assigned to the post of Head of Department.

ENQUIRIES

: Ms. Louise Esterhuysen Tel No: (021) 483 5856

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>

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.

CLOSING DATE

: 26 May 2023

OTHER POSTS

POST 16/340

: **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: DOI 15/2023**

SALARY

: Grade A: R795 14 7- R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 879 - R1 197 978 per annum

CENTRE

: Department of Infrastructure, Western Cape Government

REQUIREMENTS

: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification in civil engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for professional registration as a

Professional Engineer (proof of payment and letter of acknowledgment from ECSA to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment); A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

DUTIES : Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms M Greeff at Mercia.Greeff@westerncape.gov.za
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 16/341 : **ADMINISTRATIVE OFFICER: TECHNICAL SERVICES REF NO: DOI 16/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : 1-2 year post school 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: Administrative; Project management; Human Resource Management; Relevant systems; Projects in the built environment. Competencies: Knowledge of the following: Procurement procedures; Applicable legislations; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.

DUTIES : Attend meetings and arrange for taking of minutes; Draft and arrange for typing of general correspondence; Manage and ensure that the necessary office equipment allocated to the office of the senior manager is in good working order; Responsible for managing booking and use of the meeting and/or conference room/s allocated to the office of the senior manager; Safe keeping and maintaining detailed record of all correspondence and maintaining gift register; Manage and oversee electronic correspondence; Tracking documents; Distribute and follow up of all outstanding matters for the senior manager; Remain up to date with all applicable policies or prescripts and procedures applicable to the Chief Directorate to ensure efficient and effective support to the senior manager; Ensure that reception area and conference, meeting room/s of the senior manager are kept tidy at all times; Organise refreshments for meetings; Manage regular meetings of the senior manager; Manage trip authorities, payments, Subsistence and Travel claims as well as processing cell phone accounts of the senior manager; Screening of telephone calls and arrange travelling and accommodation for the senior manager, as

required; Monitor office consumables stock register, monitor usage and report obvious or suspected misuse; Follow up on outstanding orders and provide feedback; Keep comprehensive record of all relevant documentation and transactions; Order and issue stationary in accordance with departmental prescripts for the Chief Directorate General Infrastructure and Workshop; Manage the timeous procurement of goods and services for the office of the senior manager; Check invoices for correctness, bank details and possible double payments; Capture and process payments and claims accurately and immediately on correct systems and in accordance with PFMA and other relevant prescripts; Address enquiries from consultants, contractors and technical staff in a friendly and effective manner; Ensure proper record keeping of all payments, claims, copies and supporting documentation; Registering and sending on SIT's; Updating and monitoring of electronic invoice register; Ensure timeous and correct capturing of relevant data and processing of all payments and claims; Check, verify and approve payments and claims within delegated authority; Monitor and ensure that all payments and claims were processed correctly; Collate information and provide management reports on financial and performance issues; Obtain reports on compensation and expenditure and assist with record keeping.

**ENQUIRIES
APPLICATIONS**

: Mr R Monare Tel No: (021) 483 5310
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF MOBILITY

**CLOSING DATE
NOTE**

: 29 May 2023
 : 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 16/342

: **HEAD OF DEPARTMENT: MOBILITY REF NO: DM 09/2023**
 (5- Year Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R1 590 747 per annum (Level 15), (all-inclusive salary package)
 : Department of Mobility, Western Cape Government
 : A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the mobility/transport

environment/industry of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and mobility/transport sectors. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general.

DUTIES

: Ensure the delivery of an integrated mobility system in the Western Cape which includes the: Establishment and maintenance of strategic partnerships with the different spheres of government, SOE's, NGO'S and the Private Sector. Strategic coordination and facilitation of the integration of public transport with relevant stakeholders. Strategic planning and rendering of effective services in the different modes of transport. Ensure the regulation of transport services. Ensure the rendering of effective services with regard to adjudication, issuing and cancelation of operating licenses, registration of public transport entities and members and the handling of mediation, conflicts and disputes. Manage vehicle administration and licensing. Promote and enhance traffic safety in the Province. Ensure the rendering of an effective traffic law enforcement service, provision of training to traffic police agencies, provision of education awareness to stakeholders and the development and implementation of District Safety Plans. Provide government motor transport services. Ensure the rendering of fleet services and ensure effective financial management services for GMT. Strategically enable the rendering of financial and support services to the Department. Shape transport in the province through the development of high level policies, strategies and programmes and the provision of research and systems for transport solutions. Ensure the rendering of operational management support services, financial management services and services delivered by the DOTP. Ensure the provision of effective and efficient services to the Provincial Minister. Play a leading and supporting role on different transversal and strategic platforms which include amongst others: Provincial Steering Committees. Provincial and National Transport/Mobility-related Forums and Committees. Define and review on a continual basis the purpose, objectives, priorities and activities of the Department Drive the Departments's strategy. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance relating to Strategic management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation the Department. Diligently perform all duties assigned to the post of Head of Department. Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the

Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Monitor information capacity building within the Department. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Promote sound labour relations within the Department. Actively manage and promote the maintenance of discipline within the Department. Manage participation in the budgeting process of the Department. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Department. Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances. Assume overall accountability for the management, maintenance and safekeeping of the Departments assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Department. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

:

Ms. Louise Esterhuysen Tel No: (021) 483 5856

APPLICATIONS

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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>