

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

**CLOSING DATE** : 05 June 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/339** : **CHIEF FINANCIAL OFFICER (CHIEF DIRECTOR): FINANCIAL MANAGEMENT REF NO: AGR 26/2023**

**SALARY** : R1 308 051 per annum (Level14), (all-inclusive salary package)

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA; 5 years Senior Management Service's experience. Competencies: Strategic capabilities and leadership; Interpretation and application of policies and procedures; People Management and empowerment; Programme and project management; Financial management; Change management; Ability to persuade and influence; and Highly developed interpretive and conceptual/formulation abilities.

**DUTIES** : Line Management: Ensure departmental management and financial accounting services. Provide and manage supply chain and asset management services to the Department. Ensure sound internal control practices. Develop an Operational Plan for the Department, linked to the Department's Annual Performance Plan. Ensure that the internal organisation structure of the Chief Directorate is at all times such as to enable the component to achieve its Operational Plan. Provide administrative, professional, and technical guidance, as necessary, to subordinate staff in the execution of their assigned tasks. Coordinate the activities of the various sub-components of the Chief Directorate and, as necessary, the activities of the components with that of other organisational components, bodies, and institutions, within and external to the Department. Ensure that the post establishment of the Chief Directorate is adequate to enable it to function effectively. Ensure that work procedures and methods employed by the Chief Directorate are transparent, efficient, and economical. Ensure that transparent, efficient, economical, and effective utilisation of information and communication technology and other technology and equipment are specific

to the function of the Chief Directorate. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and operational plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuous basis against pre-determined key measurable objectives and standards. Report to the Head of Department on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational 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 Chief Directorate, and of the resources (people, finances and assets) employed by it. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Operational Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate'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 Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Head of Department 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 Chief Directorate assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Chief Directorate.

**ENQUIRIES** : Dr Mogale Sebopetsa Tel No: 021-808 5004  
**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>

#### **OTHER POSTS**

**CLOSING DATE** : 05 June 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

**POST 17/340** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (MALMESBURY) REF NO: AGR 29/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (only shortlisted candidates will submit/attach proof. A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific

area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

**DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

**ENQUIRIES** : Ms R Horne Tel No: (022) 433 8903  
**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 17/341** : **ACCOUNTING CLERK: REPORTING AND DEBT ADMINISTRATION REF NO: AGR 27/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Competencies: A good understanding of the following: Financial operating systems (Basic Accounting System (BAS) and PASTEL); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: Public Finance Management Act (PFMA); National Treasury Regulation (NTR); Provincial Treasury Instructions (PTI) and Division of Revenue Act (DORA); Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics; Skills needed: Proven computer literacy; Project management; Accounting, finance and audit; Information Technology; Economic and financial analysis; Legal administration; Strategic planning; Written and verbal communication; Ability to perform routine tasks; Teamwork; Aptitude for figures; Interpersonal relations.

**DUTIES** : Render financial accounting transaction on Basic Accounting System (BAS) and PASTEL; Perform bookkeeping support services compiling and capturing of journals and registers; Managing of municipal accounts of official and private tenants on PASTEL; Managing of overdue debtor accounts by compiling handover certificates for cases to be handed over.

**ENQUIRIES** : Ms M Fryer Tel No: (021) 808 5393  
**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 17/342** : **FARM AID: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES, OUTENIQUA REF NO: AGR 30/2023**

**SALARY** : R125 373 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendations: Experience in the following: General farm work; Working with farm animals; A valid (code B or higher) driving licence. Competencies: A good understanding of infrastructure construction and maintenance; Basic communication skills; Ability to work well within a team; Ability to do physical work/activities.

**DUTIES** : Perform the following manual farm activities: Crop production; Animal production; Mixed cropping and livestock; Infrastructure development and maintenance.

**ENQUIRIES** : Mr H Gerber Tel No: (044) 803 3727

**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) (no attachments on application only Z83 and CV). The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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](mailto:westerncape@immploy.com). 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.

**CLOSING DATE** : 12 June 2023

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE** : 05 June 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/343** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: CAS 24/2023**

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

**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 management level experience in the field of records management and information systems with specific specialization in appraisal, record classification systems, information systems and inspections; 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: B-Degree in Archival Science/ Records Management or relevant qualification (preferable with History as a main subject). Competencies: Knowledge of the following: Provincial Archives and Records Service of the Western Cape Act 3 of 2005 and other legislation which impacts on archives, records management, and information systems; Appraisal of records; Approval of records classification systems; Record Management inspection principles and guidelines; Electronic Records management and preservation principles; Records management standards, national and internal standards and best practices; Records management training strategies and methods; Monitoring and evaluation; Financial management and budgets; Occupational Health and Safety aspects; Project management; Information Technology; Skills needed: Report writing; Written and verbal communication; Interpersonal relations; Ability to meet strict deadlines, work well within a team and independently.

**DUTIES** : Assess, inspect and approve records classification systems; Enforce the implementation of systematic disposal programmes of public records in the province; Facilitate the implementation of integrated e-records management

systems; Provide capacity building services to records management staff of the Western Cape; Manage the administrative support services of the directorate and administration of Records Management of Sub Directorate; People management; Financial management.

**ENQUIRIES  
APPLICATIONS**

: Ms N Dingayo Tel No: (021) 483 0452  
: 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 17/344**

: **ASSISTANT DIRECTOR: REGIONAL OPERATIONS SUPPORT REF NO:  
CAS 26/2023 (X3 POSTS AVAILABLE IN VARIOUS LOCATIONS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Programme and project management; Procurement and tendering processes; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; National Sport and Recreation policies and legislation; Sport federations, major events, sport infrastructure, school sport, recreation and the MOD Programme; Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently, lead and be part of a team; Analytic and innovative thinking; Communication skills (written and verbal); Budgetary/ Finance skills; Project Management (planning and Organising); Research; Events management; Networking and stakeholder engagement; Partnership collaboration; Intersectoral collaboration; Client orientated.

**DUTIES**

: Manage the District Office; Create an enabling environment in the District; Finance and Supply Chain Management; Programme Implementation; Manage day to day operations of SPO's and staff placed within the District; Manage the application for funding by sport federations.

**ENQUIRIES  
APPLICATIONS**

: Dr. L Bouah Tel No: 021 483 5891  
: 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 17/345**

: **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: CAS 25/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R359 517 per annum (Level 08)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in internal control and governance environment. Recommendation: 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: Policy Development; Budgeting processes; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury directives / instructions); Internal Control Tools and Techniques; Risk Management Frameworks; Skills needed: Analytical thinking; Proven computer literacy; Written, verbal and presentation communication skills; Problem solving; Ability to analyse, conceptualise and implement policy. Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial / non-financial responses for the department in respect of Internal Audit, external audit and FIU / SIU / ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum, and Public Service Commission; Maintain financial information and knowledge management.

**DUTIES**

**ENQUIRIES**

: Mr D Esau Tel No: (021) 483 9633/David.Esau@westerncape.gov.za

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| <b><u>APPLICATIONS</u></b>               | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>  |
| <b><u>POST 17/346</u></b>                | : | <b><u>ARCHIVIST: CAPACITY BUILDING AND INSPECTIONS REF NO: CAS 22/2023</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R294 321 per annum (Level 07)<br>Department of Cultural Affairs and Sport, Western Cape Government   |
|  | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Diploma in Public Administration or Information Management; Experience in the archival/ records management field. Competencies: Knowledge of the following: Automated storage and retrieval systems, electronic records, database design and electronic publications; Records management practices; Records administration; Skills needed: Written and verbal communication; Proven computer literacy; Ability to meet strict deadlines, plan and organise.   |
| <b><u>DUTIES</u></b>                     | : | Training of records managers and registry staff in governmental bodies; Records audit; Monitoring of compliance with procedures and policies approval and assistance with compilation of records keeping systems; Knowledge empowerment and administration.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr A Bosman Tel No: (021) 483 0439   |
|  | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>  |
| <b><u>POST 17/347</u></b>                | : | <b><u>AUXILIARY SERVICES OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 23/2023</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R147 036 per annum (Level 03)<br>Department of Cultural Affairs and Sport, Western Cape Government   |
|  | : | NQF Level 3 (Intermediate Certificate)/ Grade 11 or equivalent qualification; A minimum of 6 months relevant experience in an archival working environment. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Ability to move and carry heavy documents. Competencies: A good understanding of retrieval and automated storage systems; Skills in the following: Verbal and written communication; Proven computer literacy; Leadership, interpersonal and organising; Ability to work independently and as part of a team.  |
| <b><u>DUTIES</u></b>                     | : | Supply of archives to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack room; Printing and affixing of source codes and numbers on records; Boxing and re-boxing of archives.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms E le Roux Tel No: (021) 483 0405  |
|  | : | To apply, please complete an application form (Z 83) and current CV (5 pages maximum) (no attachments on application only Z83 and CV). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following:<br>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);<br>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;<br>Or 3. Email your application to, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . 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. |
| <b><u>CLOSING DATE</u></b>               | : | 12 June 2023   |

## 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 17/348** : **MANAGER: MEDICAL SERVICES: GRADE 1**  
West Coast District

**SALARY** : R1 288 095 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Plus a non-pensionable rural allowance of 18% of the basic salary).

**CENTRE REQUIREMENTS** : Cederberg Sub-district (Stationed at Citrusdal Hospital)  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour's work. Valid (Code B/EB) driver's license. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

**DUTIES** : Strategic and operational management of all health services in the Cederberg Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Cederberg Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Cederberg Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Boards.

**ENQUIRIES** : Dr AJ Hawkrige Tel No: (022) 487-9211 or  
[Anthony.Hawkrige@westerncape.gov.za](mailto:Anthony.Hawkrige@westerncape.gov.za)

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

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

**CLOSING DATE** : 09 June 2023

**POST 17/349** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PAEDIATRICS)**

**SALARY** : R627 474 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**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 nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a profession council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in Paediatrics after obtaining the 1-year post-basic Critical Care Child Nursing qualification. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge Ability to function independently as well as part of a multi-

disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES** : To maintain ethical standards and promote professional growth and self-development. Deliver a support service to the Nursing Service and the institution. Initiate and participate in training, development and research within the nursing department. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in the admissions ward comprising a High Care setting.

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

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/350** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)**

**SALARY** : R627 474 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration as Professional Nurse and Midwife with the SANC. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advance Midwifery and Neonatology. Registration with a profession council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic Advanced Midwifery and Neonatology qualification. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills.

**DUTIES** : Responsible for planning, managing, coordinating and maintaining an optimal, specialised nursing service as an Operational Manager in an Obstetrics High Care setting. Effective management and utilisation of human and financial resources to ensure optimal operational function in the 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** : Ms F Baartman Tel No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/351** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE PHC)**  
 Garden Route District

**SALARY** : R497 193 (PN-A5) per annum  
**CENTRE** : PHC and Support and Outreach (Stationed at Uniondale Hospital), George Sub-district



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|----------------------------|---|
| <b><u>REQUIREMENTS</u></b> | : 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. (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 a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in at least 2 of the 3 official languages of the Western Cape. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Experience in People Management Supervision and PHC Services Programs. Ability to analyse and interpret Health Systems Information, compile reports. Good organisational, interpersonal, creative problem-solving, and research. Computer literacy in MS Office to be able to do statistics and reports. Knowledge of the geographical area and the health facilities. |
| <b><u>DUTIES</u></b>       | : Plan, Co-ordinate, and Implementation of all PHC Services Programs in the Health Facilities. Provide support to ISH, NPO, and Stakeholders to strengthen the CBS platform in programs and Projects. Support the Health Establishment staff with the implementation of OHS Compliances Requirements. Provide Supervision, Mentorship, and Training to ensure the Capacity Development of staff at the facility level, Identify quality improvement initiatives on an ongoing basis. Monitor Data quality in the Health Establishment. Assist PHC facilities within the Uniondale Area when the need arises.  |
| <b><u>ENQUIRIES</u></b>    | : Ms MJF Marthinus Tel No: (044) 814-1100   |
| <b><u>APPLICATIONS</u></b> | : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")   |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. applications")  |
| <b><u>CLOSING DATE</u></b> | : 09 June 2023  |
| <b><u>POST 17/352</u></b>  | : <b><u>CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH)</u></b><br>Garden Route District   |
| <b><u>SALARY</u></b>       | : R497 193 (PNA 5) per annum  |
| <b><u>CENTRE</u></b>       | : Garden Route District Office (Stationed Mossel Bay)   |
| <b><u>REQUIREMENTS</u></b> | : 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 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.   |
| <b><u>DUTIES</u></b>       | : 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.   |
| <b><u>ENQUIRIES</u></b>    | : Ms G Holton Tel No: (044) 803-2700  |
| <b><u>APPLICATIONS</u></b> | : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")   |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post.   |
| <b><u>CLOSING DATE</u></b> | : 09 June 2023  |

**POST 17/353** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**  
Chief Directorate: Metro Health Services

**SALARY** : R497 193 (PN-A5) per annum  
**CENTRE** : Northern/Tygerberg Substructure  
**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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the post, incumbent registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Ability to effectively communicate in two of the three official languages of the western cape. Competencies (knowledge/skills): Knowledge of Provincial/District HIV/AIDS/STI/TB/treatment and Prevention programme, Chronic diseases of Lifestyle, MWCAN and Mental health Programmes and Strategies. Good Interpersonal, Leadership and communication skills (Verbal and written). Computer Literacy (MS Word, Excel, Outlook and PowerPoint). Ability to work independently and in a multi-disciplinary team.

**DUTIES** : Co-ordination and implementation of Life course services in the substructure, w.r.t HIV/AIDS/STI/TB, CDL, Men's health, MWCAN, Mental Health and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme specific quality assurance policies, 90/90/90 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the sub-district.

**ENQUIRIES** : Ms RS Perrang Tel No: (021) 815-8867  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/354** : **PHARMACIST GRADE 1 TO 3 (5/8<sup>TH</sup> POST)**

**SALARY** : Grade 1: R480 306 (5/8<sup>th</sup>) per annum  
Grade 2: R509 022 (5/8<sup>th</sup>) per annum  
Grade 3: R566 589 (5/8<sup>th</sup>) per annum, Grade 3: (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a profession council: 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 Pharmacist with the SAPC in respect of SA-qualified employees. 14 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. Inherent requirement of the job: Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): 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** : Ensure quality provision of Pharmaceutical Care, including prescription evaluation, drug monitoring and review to ensure rational use of drugs, patient compliance and therapeutic success. Ensure effective drug supply management by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Monitor and report on pharmaceutical expenditure, turnover and usage trends and advise the head of the department. Professional advisory service, including the training, education and development of pharmacy staff in the delivery of a comprehensive pharmaceutical service. Co-ordinates, supervise and control resources (e.g. staff, equipment) necessary to provide a pharmacy service, in the absence of a manager. Support head of department in execution of duties and deputise as required. Initiate or participate in research.

**ENQUIRIES APPLICATIONS** : Dr G Muntingh / Ms I D Adams Tel No: (021) 938-4917/4619  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : 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 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)".

**CLOSING DATE** : 09 June 2023

**POST 17/355** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
Cape Winelands Health District

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

**CENTRE REQUIREMENTS** : Montagu CDC, Langeberg 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. A post-basic nursing qualification with a 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 Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape.

**DUTIES** : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at all Health Care facilities in the Sub-district and within the community. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

**ENQUIRIES APPLICATIONS** : Ms M Williams Tel No: (023) 626-8548  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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** : 09 June 2023

**POST 17/356** : **ASSISTANT DIRECTOR: HEALTH SUPPORT (G2G PROVINCIAL SUPPORT TB)**  
Chief Directorate: Emergency and Clinical Services Support  
(12 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus 37% in lieu of service benefits.  
: Directorate Service Priorities Coordination (G2G Provincial Support TB)  
: Minimum educational qualification: Appropriate three-year National Diploma/Degree in Health Science or Related Field. Experience: Appropriate experience in Health Sector TB, Primary Health Care Systems, local and National Health management. Appropriate experience in the Monitoring and Evaluation of Programmes. Enquiries: Inherent Requirements: Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Good written and communication and presentation skills in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Knowledge and skills in designing tools, planning, implementing, monitoring and evaluation of prevention and treatment TB programmes and the 909090 Framework. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Advanced computer literacy in MS Office.

**DUTIES** : Responsible for the overall management and coordination of the TB component related to the Government-to-Government agreement milestones and activities. Responsible for the management of the Grant requirements by developing, monitoring and evaluation of activities to ensure effectiveness of the TB G2G project. Monthly meetings and regular engagement with donor funded NPO's conducting TB activities. Responsible for inter-sectoral collaboration and support to the NPO's and SPC Directorate regarding social capital planning and funding. Responsible for providing the analysed quarterly and annual M&E reports on TB data to evaluate the outcomes of the TB G2G project. Support and regular feedback to the Deputy Director: Professional Support to improve processes and mechanisms on the scalability of TB G2G objectives and activities.

**ENQUIRIES APPLICATIONS** : Ms A van Zyl Tel No: 021-815 8706  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 17/357** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Klipfontein Mitchell's Sub-structure Office  
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience and supervisory experience in a health care environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Good communication skills, both verbal and written in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA, AOS, OHS and Public Service Acts. Appropriate knowledge of Physical Security management practices. Appropriate knowledge of managing space, drawing up of various documents pertaining to maintenance of buildings and property management. Computer

skills (MS Office, Excel, and Word). Working knowledge of support services management or facility management.

**DUTIES** : Provide efficient and effective leadership and management of Support Services component and its resources. Manage facility management department of the Sub-structure which comprises of the following areas: Security, Access control, Telephone exchange, Switchboard, Cleaners, Reprographics, and Transport. Manage contracts under the component including security contracts. Physical infrastructure, maintenance, upgrade, and planning. Ensure relevant policy implementation and compliance at the Sub-structure. Supervision and support to supervisor.

**ENQUIRIES** : Mr ML Nsithana Tel No: (021) 370-5138

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

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

**CLOSING DATE** : 09 June 2023

**POST 17/358** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services

**SALARY** : R359 517 per annum

**CENTRE** : Karl Bremer Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Appropriate Maintenance of buildings, equipment, and machinery experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Good communication skills, both verbal and written, in at least two of the three official languages of the Western Cape. Competencies' (knowledge/skills): Ability to draft and implement standard operating procedures. Ability to draft service level agreements and contracts. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures. Knowledge of LOGIS. Computer skills (MS Office, Excel and Word). Working knowledge of support services management or facilities management.

**DUTIES** : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health and Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.

**ENQUIRIES** : Mr Z Mtshatsheni Tel No: (021) 918-1335

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

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

**CLOSING DATE** : 09 June 2023

**POST 17/359** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
West Coast District

**SALARY** : R359 517 per annum

**CENTRE** : Sonstraal Transitional Care Hospital (TB and ID Hospital, Malmesbury)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience. Inherent requirements of the job: Valid (code B/EB) drivers' licence. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human

- resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management at Sonstraal and ID Hospitals. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
- ENQUIRIES** : Mr R van Staden Tel No: (022) 487-9208
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 June 2023
- POST 17/360** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
West Coast District
- SALARY** : R359 517 per annum
- CENTRE** : Vredenburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
- ENQUIRIES** : Mr R van Staden Tel No. (022) 487-9208
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 June 2023
- POST 17/361** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Directorate: Health Impact Assessment (Quality Assurance)
- SALARY** : R294 321 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF 5) in administration/ business/ health (or equivalent). Experience: Appropriate administrative and data management experience within a health service and /or business Environment. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's license and willingness to travel throughout

the Western Cape. Competencies (knowledge/skills): Knowledge of the Acts and Regulations (National and Provincial). Knowledge of the Policies and Guidelines (National and Provincial). Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team-building skills within and outside the Quality Assurance Component and Directorate Assurances. Client and task orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.

**DUTIES** : Rendering of the administrative function of the Sub-directorate Quality Assurance. Identifying required items and facilitating procurement of Goods and Services by the Personal Assistant. Monitoring of the expenditure for the Sub-directorate Quality Assurance. Management of logistics for meetings, workshops and conferences. Accurate statistical reports on the quality of service delivery. Administrative support to Management and Directorate (Human Resources Management, Information and Records Management, Health Information Systems).

**ENQUIRIES** : Mr N Mnyapa Tel No: (021) 483-4205 / (081) 238-9118  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/362** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
(Chief Directorate: Emergency and Clinical Services Support)

**SALARY** : R294 321 per annum  
**CENTRE** : Directorate: Clinical Service Improvement  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in technical support. Appropriate experience in data support. Appropriate experience in project support and monitoring and evaluation. Appropriate experience in office administration. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel on a regular basis to facilities in the Cape Metropolitan Area. Good communication skills in English and at least one more of the three official languages of the Western Cape (spoken and written). Competencies (knowledge/skills): Analytical and logical thinking. Ability to work accurately and efficiently under pressure. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Demonstrated competence and initiative in office administration procedures including document and records control. Computer literacy as outlined in software (MS Access), Microsoft outlook, Internet. Adaptable and able to adjust to a flexible team-based work environment. Good interpersonal skills and the ability to act independently, objectively and confidently. Summarises and interprets information relevant to an issue. Collects information and data, distinguishing relevant and irrelevant data. Ability to work under pressure, handle a high workload and adhere to deadlines.

**DUTIES** : Render Comprehensive support to the unit. Manage data and databases for the directorate. Identify and ensure the provision of all training requirements for staff involved in data management and project reporting. Provide support in the monitoring and evaluation of all CSI related initiatives.

**ENQUIRIES** : Dr A Oosthuizen Tel No: (021) 815-8650  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/363** : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (LICENSING: EMS AND CMH)**  
Directorate: Assurance

**SALARY** : R294 321 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF 5) in administration/ business/ health (or equivalent). Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent

requirements of the job: A valid (Code B/EB) driver's license. Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Ambulance Services Act, 2010, Western Cape Provincial Notice 180 of 2012 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.

**DUTIES** : Perform office support service effectively and professionally. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Effective and efficient communication with all ambulance service and mental health stakeholders and advise on procedural aspects relating to licensing as outlined within the relevant legislation. Render comprehensive administrative support to the Ambulance Service Advisory Committee and the Mental Health Advisory Committee to implement applicable legislation and decision-making procedures. Accurate filing / retrieval of all documentation pertaining to Licensing. Offer support to the Assistant Director: Licensing (EMS & CMH) pertaining to Ambulance Services and Mental Health licensing in the Western Cape Province. Comprehensive administrative support to the Office of the Deputy-Director with the appropriate documentation and administration before, during and after meetings. Knowledge of financial management principles and understanding of the levying and collection of fees in terms of applicable legislation. Supervise support staff and assist with the management duties of the division.

**ENQUIRIES** : Ms B Ngwenya Tel No: (021) 483-8431  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/364** : **ARTISAN PRODUCTION: GRADE A TO C**  
 Garden Route District

**SALARY** : Grade A: R220 533 per annum  
 Grade B: R258 753 per annum  
 Grade C: R299 361 per annum

**CENTRE** : George Sub-District (stationed at the Workshop on the grounds of EMS, Nelson Mandela Boulevard, George)

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate Building, Equipment and Infrastructure Construction and Maintenance (including general Fault-finding and Repair). Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the George Sub-district and Garden Route District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Practical, working knowledge of the working principle, parts and assembly, testing, routine and breakdown maintenance of the following: Domestic and light commercial laundry and kitchen equipment. Access control, Fire Detection and Electrical Fencing Hardware. Basic building terminology and construction. Hospital Technical Systems and plant. HVAC equipment. Demonstrable reasonable Welding and Plumbing skills. Demonstrable computer literacy in at least MS Word and Excel (able to create



- and edit basic documents), efficiently use an email program and internet browser.
- DUTIES** : Repairs of equipment, reticulations, and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Assistants to Artisan and Tradesman aids. Manage the entire Workshop and staff when needed, in the absence of a Foreman.
- ENQUIRIES** : Mr A Muller Tel No: (044) 814-1123
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short listed applicants will be subjected to practical test.
- CLOSING DATE** : 09 June 2023
- POST 17/365** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Garden Route District
- SALARY** : R202 223 per annum
- CENTRE** : Mossel Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Requisitioning and Warehouse Management. Appropriate experience in ESL and contracts. Appropriate experience in Asset Management. Appropriate experience in LOGIS. Inherent requirements of the job: Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook).
- DUTIES** : Assist with compiling and management of Annual Procurement Plan. Ensure accurate stock control for all PHC facilities in the Sub District, i.e. verify stock levels, and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Assets Management in all PHC facilities in the Sub District i.e. Planning, Maintaining, Movements, Disposals and Assets Stocktake Planning and perform LOGIS system functions. Management of Contracts within PHC – ensure SLA adherence.
- ENQUIRIES** : Ms D Johnson Tel No: (021) 808-6108
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 09 June 2023
- POST 17/366** : **FOOD SERVICES SUPERVISOR**  
West Coast District
- SALARY** : R171 537 per annum
- CENTRE** : Citrusdal Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate catering and food services experience in an industrial Food Service unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays. Valid code EB driver's license. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.
- DUTIES** : Supervision of operational requirements within food service unit. Responsible for ensuring quality control and risk management. Responsible for the human resources function in relation to the food service component. Assist with the finance aspects relating to the food services component. In house training of food services team in all aspects relating to daily tasks.

**ENQUIRIES** : Mr SP Cupido Tel No: (022) 921-2153  
**APPLICATIONS** : To the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.  
**FOR ATTENTION** : Mr SP Cupido  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/367** : **ARTISAN ASSISTANT**  
(Central Karoo District)  
(12 Month Contract)

**SALARY** : R171 537 per annum, plus 37% in lieu of benefits  
**CENTRE** : Central Karoo District Office, stationed at Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Sound knowledge of hospital plant, laundry equipment and machinery. Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Routine Maintenance and Repairs of equipment, plant, and tools. Electrical, Mechanical, Plumping, Building and Infrastructure maintenance and repairs. Ensure an organised and neat workshop / office space. Job Requisitions and Administrative duties and functions. Occupational Health and Safety. Support to Supervisor.

**ENQUIRIES** : Mr PF du Toit Tel No: (023) 414-8200  
**APPLICATIONS** : Garden Route District Office, Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/368** : **HOUSEKEEPING SUPERVISOR**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 per annum  
**CENTRE** : Gugulethu CHC  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, and in other departments. Willingness to undergo formal/informal in-service training and to train subordinates. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic computer literacy. Supervisory skills and optimal utilisation of Subordinates. Knowledge of Staff Performance Management System. Ability to perform routine structured tasks. Ability to operate machines/equipment in a cost-effective manner. Knowledge of the principles of asepsis to prevent infection, infestation, and cross-infection.

**DUTIES** : Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of the housekeeping team. Effective utilisation of resources (physical and financial). Responsible for effective communication, overall control, and organising of housekeeping tasks in a Health Facility. Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions.

**ENQUIRIES** : Mr M Oktober Tel No: (021) 816-8626 / (021) 816-8631  
**APPLICATIONS** : The Facility Manager: Gugulethu CHC, NY3 Corner of NY 77 Gugulethu, 7750.  
**FOR ATTENTION** : Mr M Oktober  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/369** : **FOOD SERVICES SUPERVISOR**

**SALARY** : R171 537 per annum

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
: Minimum requirement: General Education and Training Certificate (GETC) Grade 9 (Std.7) Experience: Appropriate experience in a food service environment. Appropriate supervisory experience. Inherent requirements of the job: Sound interpersonal communication skills in at least two of the three official languages of the Western Cape. Ability to do physical tasks. Must be strong enough to lift heavy objects and be on their feet entire day. Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies on nutrition and different diets or large-scale food preparation according to standard recipes.

**DUTIES** : Support the principal food service supervisors and food service manager or senior in the execution of their tasks. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Supervise and administer physical resources. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan of patients.

**ENQUIRIES APPLICATIONS** : Ms R Keyser Tel No: (021) 938-4135  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 17/370** : **STERILIZATION OPERATOR PRODUCTION**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R147 036 per annum  
: Mitchell's Plain District Hospital  
: Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, and night duty. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a cooperative way within a team context.

**DUTIES** : Effective application of sterilisation processes and techniques and promote/ adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

**ENQUIRIES APPLICATIONS** : Mr Geswindt Tel No: (021) 377-4410  
: The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7789.

**FOR ATTENTION NOTE CLOSING DATE** : Ms CC Johnson  
: No payment of any kind is required when applying for this post.  
: 09 June 2023

**POST 17/371** : **GENERAL WORKER STORES**

**SALARY CENTRE REQUIREMENTS** : R125 373 per annum  
: Groote Schuur Hospital, Observatory  
: Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a Store. Inherent requirement of the job: Physically able to handle stock. Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist the Provisioning Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Answer telephone and handle internal queries. Assist in other Stores when required.

**ENQUIRIES** : Ms A Ismail Tel No: (021) 404-5057

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/372** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Gugulethu Community Health Centre  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate porter duty experience. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts including night shifts. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Good interpersonal skills. Ability to work under pressure.

**DUTIES** : Accompany walking patients and safe transport sitting non-walking patients per wheelchair/trolley to and from different departments/wards and in and out of Ambulances. Direct or accompany visitors to various destinations. Check/order/report and replace gas cylinders in wards/treatment areas and assist with shifting medical equipment to and from rooms. Render assistance to nursing staff with the transfer of patients to beds or trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards or treatment areas. Responsible for the cleanliness of trolleys and wheelchairs including the replacement of trolley linen when necessary. Report any defects of trolleys or wheelchairs to the supervisor. Reply to requests from wards or clinics. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register.

**ENQUIRIES** : Mr M Oktober, Tel No: (021) 633 0020  
**APPLICATIONS** : The Facility Manager: Gugulethu Community Health Centre, c/o NY3 and NY78, Gugulethu, 7750.

**FOR ATTENTION** : Mr M Oktober  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/373** : **LINEN STORES ASSISTANT**  
Garden Route District

**SALARY** : R125 373 per annum  
**CENTRE** : Riversdale Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience of handling of clean and dirty linen within a linen bank. Inherent requirements of the job: Valid (C1/EC) (Code B/EB) drivers' licence). Willingness to work overtime, weekends and public holidays when operational needs require it. Perform hard physical tasks for e.g., pushing linen trolleys to and from the linen bank to wards or departments, loading and offloading of linen bags, etc. Must be able to communicate in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting, packing and counting of linen. Basic knowledge in washing and sluicing of linen. Basic knowledge of infection control and safety procedure of a Laundry/Linen Bank in a Hospital environment. Good interpersonal relationships with supervisor, colleagues and public. Basic knowledge of safe use of laundry machinery and equipment.

**DUTIES** : Unpack clean linen bags, count the linen, record all the clean linen and pack out the clean linen onto the shelves in the Linen Bank and to ensure and efficient stock control. Empty soiled linen bags for sorting, counting, sealing and stocking of linen bags for dispatching to the private service provider. Perform basic routine tasks in the linen bank under supervision to ensure that a high standard of Hospital hygiene, safety and cleanliness is maintained. Daily sluicing of badly stained linen and correct methods of handling and disposal of refuse/waste products. Distribute clean linen from the linen bank to wards and clinics. Provide support and relief to supervisor, other departments and wards.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

## 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** : 05 June 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/374** : **DEPUTY DIRECTOR: METRO PERFORMANCE MONITORING (SPECIALISED SUPPORT LEGAL INTERVENTIONS) REF NO: LG 27/2022 R1**  
(3-Year Contract Position)

- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; A valid driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law and administrative law. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards procedures and best practice in respect of local government (Constitution, Municipal Systems Act, Municipal Structures Act); The constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Monitoring and Evaluation legislation and guiding manuals and frameworks; The Key Performance Areas as indicated in the M&E&R Framework; Municipal integrated development planning, people-centred development, community-based participation processes; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Public Service procedures; Human Resource Management; Basic knowledge of Labour relations legislation and regulations and Act; Skills Development Act; White Paper Employment Equity; Financial Management. Skills needed: Policy formulation; Presentation; Project management; Interpretation of legislation; Communication (verbal & written); Dispute resolutions facilitation in groups (within community) and conflict management; Basic Accounting; Budgeting; Implementation and monitoring; Problem solving; Computer literacy; Report writing. Ability to analyse, promote, facilitate and implement strategic planning.

- DUTIES** : Assess and analyse data from municipalities to conduct diagnostic evaluations and provide support and intervene in order to address issues identified within Municipalities; Provide input to national and provincial policy and legislative processes as well as structures regarding performance monitoring of municipalities and interventions initiated in terms of section 139 of the Constitution; Monitor institutional health and evaluate implementation of performance monitoring systems and executive obligations in terms of the Constitution and legislation; Develop and regulate a framework for monitoring all aspects of monitoring the performance of the Metro; Collect, collate and validate data and information relating to Metro monitoring and outcomes; Human Resource Management of Directorate; Financial Management of Directorate.

- ENQUIRIES** : Mr G Birch Tel No: (021) 483 3113 or gary.birch@westerncape.gov.za
- POST 17/375** : **DEPUTY DIRECTOR: LEGISLATION DEVELOPMENT REF NO: LG 25/2023**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in Law; A minimum of 5 years management level experience in Public Law. Recommendation: Experience in the following: Local government law; Criminal law; Administrative law; LLB graduate; Admitted as an Attorney or Advocate. Competencies: Knowledge of the following: Local government legislation; The Constitution and local government dispensation legislation; Drafting of legislation; Programme and project management; Political environment; Financial management; Skills needed: Analytical; Interpersonal; Written and verbal communication; Conflict management; Leadership; Research.
- DUTIES** : Development and amendment of Provincial Local Government Legislation; Development of standard by-laws; Support Municipalities with the reviews of their system of delegation by Laws and /off policies; Monitoring/comments on national legislation; Capacity building with respect to adoption and enforcement of standard by-laws; Ensure consultation on legislative developments; Human resource management; Financial management.
- ENQUIRIES** : Mr K Makan Tel No: (021) 483 4365
- POST 17/376** : **ASSISTANT DIRECTOR (INTERGOVERNMENTAL POLICY COORDINATION) REF NO: LG 39/2022 R1**  
(3-Year Contract Position)
- SALARY** : R424 104 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Research, law or related field; A minimum of 3 years supervisory experience in an anthropological research or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities with restrictive or limited driving abilities, may also apply. Competencies: Knowledge of the following: Traditional and Khoi-San leadership structures; Traditional leadership categories; Traditional and Khoi-San leadership protocol and processes; Research methodologies; Database management; Information seeking strategies; Selecting and evaluation of information; Skills needed: Managerial; Administrative; Organisation; Project management; Proven computer literacy; Written and verbal communication; Problem solving; Conflict handling; Analytical; Research; Ability to conduct structured research; Update genealogies; Write research reports; Manage information and keep records; Work independently and under pressure; Interpersonal relations; Motivate personnel; Dedicated; Innovative; Pragmatic; Creative; Self-motivated and assertive.
- DUTIES** : Identify and undertake research concerned with the history, leadership structures, governance, genealogies, judicial systems, succession laws and tradition and customs on Khoi-San and rural communities in the province; Perform a liaison and information service in respect of Khoi-San leaders; Assist with the development and analysis of policy options and advise on preferred options; Human resource management.
- ENQUIRIES** : Mr A Dlwengu Tel No: (021) 483 8986
- POST 17/377** : **ASSISTANT DIRECTOR: CORPORATE RELATIONS UNIT REF NO: LG 24/2023**  
(12 Month Contract)
- SALARY** : R424 104 per annum (Level 09)  
**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 supervisory level experience. Recommendation: 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: Business and organisational structure of the department; Departmental operational management system and procedures; Corporate governance requirements with particular reference to prescribed plans and committees;

- Provincial policies; Service level agreements and service schedules; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Support, co-ordinate and research human resource management policies and strategies; Support the research of human resource management reports based on the provincial and departmental agenda; Data analysis based on secondary data; Support the dissemination of research results and findings in user friendly formats; Human resource management; Financial and operational management.
- ENQUIRIES** : Mr F Mathee Tel No: (021) 483 2051
- POST 17/378** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: LG 37/2022 R1**
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject. Recommendation: Experience in the following: Salary administration and financial accounting. Competencies: Knowledge and understanding of relevant systems; Applicable norms and standards; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Pay sheet control; Tax; Subsistence and travel; Departmental debt; Claims and clearance of ledger accounts; Salary recalls; Reporting.
- ENQUIRIES** : Ms H Saul Tel No: (021) 483 2184

#### **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** : 05 June 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/379** : **CONSTRUCTION PROJECT MANAGER: EDUCATION INFRASTRUCTURE REF NO: DOI 24/2023**
- SALARY** : 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 prescripts).
- CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager; A valid code B driving licence. Competencies: Knowledge of the following: NEC 3 and 4 and proven track record of administrating these contracts in the built environment; Programme and project management; Project principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing;

|                                   |   |   |
|-----------------------------------|---|---|
|                                   |   | Creating high performance culture; Technical consulting; Professional judgment; Skills needed: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.  |
| <b><u>DUTIES</u></b>              | : | Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and development.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms R Kok Tel No: (021) 483 3056   |
| <b><u>POST 17/380</u></b>         | : | <b><u>ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP (WELDER) REF NO: DOI 21/2023 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>              | : | Grade A: R220 533 - R244 737 per annum<br>Grade B: R258 753 - R285 396 per annum<br>Grade C: R299 361 - R368 070 per annum<br>(Salary will be determined as per OSD prescripts).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Department of Infrastructure, Western Cape Government<br>Appropriate Trade Test Certificate (Welder); A valid Code EC driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills. |
| <b><u>DUTIES</u></b>              | : | Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.  |
| <b><u>ENQUIRIES</u></b>           | : | Mr E Louw Tel No: (021) 959 7700  |
| <b><u>POST 17/381</u></b>         | : | <b><u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: DOI 25/2023</u></b>   |
| <b><u>SALARY</u></b>              | : | Grade A: R220 533 - R244 737 per annum<br>Grade B: R258 753 - R285 396 per annum<br>Grade C: R299 361 - R368 070 per annum<br>(Salary will be determined as per OSD prescripts).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Department of Infrastructure, Western Cape Government<br>Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.  |
| <b><u>DUTIES</u></b>              | : | Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.  |
| <b><u>ENQUIRIES</u></b>           | : | Mr J Jones Tel No: (021) 863 2020   |
| <b><u>POST 17/382</u></b>         | : | <b><u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (DIESEL MECHANIC) REF NO: DOI 29/2023 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>              | : | Grade A: R220 533 - R244 737 per annum<br>Grade B: R258 753 - R285 396 per annum<br>Grade C: R299 361 - R368 070 per annum<br>(Salary will be determined as per OSD prescripts).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Department of Infrastructure, Western Cape Government<br>Appropriate Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild,   |



maintain, and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

**DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

**ENQUIRIES** : Mr E Louw Tel No: (021) 959 7700

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 05 June 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/383** : **HEAD: PROVINCIAL POLICY AND STRATEGIC MANAGEMENT (STRATEGIC PROGRAMMES) REF NO: DOTP 09/2023**

**SALARY** : R1 590 747 per annum (Level 15)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An undergraduate qualification and a postgraduate qualification (NQF level 9) as recognised by SAQA; A minimum of 8 years' senior management experience; A valid code EB driver's license (or alternative means of transport). Recommendation: A Relevant Masters Degree in Public Policy / Economics/ Business / Finance. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, particularly related to economic development, safety, health and education; 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 supply chain management 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; Basic knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of performance management in general; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Excellent communication skills; Outstanding planning, organizing and people management skills.

**DUTIES**

: Strategic Leadership and Management: Strategically advise and support the executive in the development, quality assurance, implementation and oversight of high-level provincial policies and strategies. This includes: Guiding and sustaining the strategic planning methodology and instruments deployed by the provincial government within the framework of applicable legislation; Designing and leading an integrated programme of applied provincial policy research Providing thought-leadership and ensuring policy coordination on transversal provincial priorities related to economic development, safety and wellbeing; Support the executive in respect of international and priority programmes; Ensure that the provincial executive's policy development, strategic planning, and programme and project implementation initiatives and evaluations are informed by appropriate and reliable strategic management information. Line Management: Play a top leadership role in the Provincial and Departmental strategic planning processes; Drive the Branch's strategic planning process; Drive the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director-General on a regular basis on the activities of the Branch and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources (people, finances and assets) employed by it; Diligently perform all duties assigned to the post of Deputy Director-General. People Management: Foster and promote a culture of innovation within the Branch, and the Department; Ensure and participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Branch's Business Plan; Actively manage the performance, evaluation and rewarding of employees within the Branch; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Branch; Promote sound labour relations within the Branch; Actively manage and promote the maintenance of a high performance culture and discipline within the Branch. Financial Management: Lead the budgeting process at Branch level; Lead the preparation of the Annual and Adjustment Budgets for the Branch; Assume direct accountability for the efficient, economic and effective control and management of the Branch's budget and expenditure; Assume direct accountability for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Branch; Report to the Director-General and relevant oversight role players/committees on all aspects of the Branch's finances; Ensure that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

**ENQUIRIES**

: Dr HC Malila Tel No: (+27 21 483 6673)

**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 17/384** : **DEPUTY DIRECTOR-GENERAL: PEOPLE MANAGEMENT REF NO: DOTP 10/2023**

**SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum (Level 15), (all-inclusive salary package)  
: Department of the Premier, Western Cape Government  
: An appropriate undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions Management Principles; Procurement and tendering processes; Procurement and tendering processes; HRM processes inclusive of human resource planning; Policy development, and strategy management, monitoring and review processes; Public finance, human resources and discourse management processes; Performance management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; 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; Outstanding planning, organizing and people management skills.

**DUTIES** : Line Management will entail the co-ordination and enhancement of learning and development within the WCG; Rendering people management practices; Strategic Management, including change management will include the following: Defining and reviewing on a continual basis the purpose, objectives, priorities and activities of the Branch; Drive the Branch's strategic planning process; Drive the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director-General on a regular basis on the activities of the Branch and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Branch, and the Department; Diligently perform all duties assigned to the post of Deputy Director General; People Management; Financial Management.

**ENQUIRIES APPLICATIONS** : Dr. Harry Malila Tel No: (021) 483 6032  
: 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>

#### **OTHER POSTS**

**CLOSING DATE** : 05 June 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

**POST 17/385** : **INDUSTRIAL PSYCHOLOGIST: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 46/2023**

**SALARY** : Grade 1: R790 077 per annum, (OSD as prescribed)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Masters' Degree in Industrial Psychology; Registration as (Industrial) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid code B driving licence. Recommendation: Experience in Leadership and Culture Interventions as well as assessment-related environment conducting competency assessments. Competencies: Knowledge in the following: Group dynamics (roles and stages of group development); Health Professions Act, 1974; HPCSA Code of Ethics for Professionals; HPCSA training requirements; Scope of practice for Psychologists; Maintenance of professional registration through participation in continuous professional development; Research methods and statistics (action research, quantitative and qualitative); Mentoring and coaching practices; Project management; Protection of Personal Information Act, 2013 Key elements of policies, frameworks, norms and standards on organisational performance; Skills needed: Analytical; Change management; Conceptual, interpretive and formulation; Conflict resolution; Diagnostic; Diversity management; Facilitation and process consultation; Influencing; Innovative; Problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation; Professional judgment and reasoning ability; Project management; Research; Strong people skills and relationship building; Team building and strong interpersonal skills; Verbal and written communication.

**DUTIES** : Develop, guide and advise on complex theories and models in order to enhance behavioural, group and organisational behaviour; Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Advise on institutional improvement and development based on surveys; Advise on development of policies; Design and develop assessment tools; Report on IP research; Develop culture interventions to improve organisational performance; Apply paradigms, theories and models to enhance organisational behaviour; Assess organisational behaviour dynamics; Conduct surveys and assessments; Facilitate and implement Western Cape Government Transversal Culture Programme; Perform institutional diagnostic surveys; Reporting.

**ENQUIRIES** : Ms L Isaacs Tel No: (021) 466 9734  
**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 17/386** : **LEGAL EDITOR: LEGISLATION REF NO: DOTP 45/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant operational experience. Recommendation: Experience in rendering an English and Afrikaans language editing, translating and language advisory service in relation to legislation, legislative instruments, legal- and other documents; Additional qualification in editing, translating and proofreading documents. Competencies: Knowledge of the following: Language editing, translating and proofreading legislation, legislative instruments, legal and other documents (English and Afrikaans); Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organisational; Ability to work independently and as part of a team; Ability to work under pressure and to meet deadlines.

**DUTIES** : Language edit, proofread and format draft provincial legislation (draft bills and regulations) other legislative instruments, legal- and other documents; Translate, quality control, revise and format translations (English and Afrikaans) of legislation, legislative instruments, legal- and other documents;

Render a language advisory service (deal with language queries, compile and maintain a database of terminology, rules and templates).

**ENQUIRIES** : Ms A Vosloo Tel No: (021) 483 4353  
**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>

#### **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** : 05 June 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/387** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 10/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : Honours Degree (or equivalent qualification) in Economic/Finance/Business Administration/Public Policy/ Public Administration (or equivalent qualification); A minimum of 3 years relevant work experience in economic / policy research/ data and statistical analysis and/or strategic planning, budgeting and budget policy and strategy monitoring, implementation, and review processes. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A post graduate qualification in Public Policy/Public Administration/Economics; Experience in the following: Public sector strategic policy, planning, fiscal policy and budgeting, which include knowledge of global, regional and local economic, social affairs and fiscal matters impacting on the provincial government of the Western Cape. Competencies: Knowledge of public sector strategic policy, planning and budgeting. Excellent verbal communication and presentation skills; Research, analytics, writing, monitoring, evaluation and reporting skills; Strategic thinking, deciding and initiating, persuading and influencing; Working with People (strong interpersonal and relationship management skills; Relating and Networking) and ability to work independently.

**DUTIES** : Provide inputs into the Budget overview and Medium-Term Budget policy statement; Conduct policy and economic research and analysis to make recommendations for budget policy and allocations; Monitor and assess provincial budget preparation and quarterly performance and annual reports; Provide strategic support and insights to provincial departments on effective budget policy planning and implementation and performance related matters.

**ENQUIRIES** : Ms T Van De Rhee Tel No: (021) 483 6131

**POST 17/388** : **RESEARCH ANALYST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 09/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics, /Public Finances Accounting, Public Policy, Mathematics, Statistics or Data Science; A minimum of 3 years relevant

experience in government revenue and financial systems or similar. Recommendation: Experience in a fiscal policy/ public finance/ budget policy environment; Working knowledge of Public Finance Legislation and provincial revenue management processes. A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of government fiscal policy environment; Research and analytical skills; Proven computer literacy (MS Office); Aptitude for numbers; Communication (written and verbal) skills.

**DUTIES** : Assist and support fiscal policy research and analysis; Analyse and report on provincial government revenue streams; Inputs into the various fiscal policy and budgetary processes; Support to economist on data analysis, database management, revenue assessments, report writing and presentations; Provide administrative support on the directorate's key deliverables.

**ENQUIRIES** : Mr M Booyesen Tel No: (021) 483 3386

**POST 17/389** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 11/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting/ Finance or Economics; A minimum of 3 years' experience in a financial environment. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Practical knowledge of the implementation of mSCOA in municipalities; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing; Strategic planning; Communication (written and verbal) skills.

**DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Ms W Mohamed Tel No: (021) 483 -8648

**POST 17/390** : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 23/2022 R1**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Finance; A minimum of 3 years accounting experience in municipal accounting in a finance department; 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 Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: Knowledge of municipal accounting systems; Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

**DUTIES** : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

**ENQUIRIES** : Mr F Salie Tel No: (021) 483 4252

## DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 05 June 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/391** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (EERSTE RIVER) REF NO: DSD 68/2023**

- SALARY** : R432 348 - R500 715 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : 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. Recommendation: 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** : Ms M Harris Tel No: (021) 001 2145

- POST 17/392** : **OCCUPATIONAL THERAPIST: FACILITY MANAGEMENT (CLANWILLIAM) REF NO: DSD 65/2023**

- SALARY** : Grade 1: R359 622 - R408 201 per annum  
Grade 2: R420 015 - R477 771 per annum  
Grade 3: R491 676 - R595 251 per annum  
(Salary will be determined by post registration experience as per OSD prescripts)

- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified

employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

**DUTIES** : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES** : Ms U Siebritz at 072 159 2858

**POST 17/393** : **EDUCATION OFFICER: FACILITY MANAGEMENT REF NO: DSD 64/2023 (X2 POSTS AVAILABLE IN CLANWILLIAM)**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
 : Department of Social Development, Western Cape Government  
 : An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1 year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Ability to interpret and apply policies and procedure.

**DUTIES** : Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous



**ENQUIRIES**

professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.  
Ms U Siebritz at 072 159 2858