

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

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

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

OTHER POSTS

POST 19/211 : **MEDICAL SPECIALIST: GRADE 1 TO 3 PSYCHIATRY (ACUTE AND FORENSIC) (X3 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Valkenberg Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: There is no obligation of after-hours duties in Acute. Valid (Code B/EB) driver's licence. Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). There is obligation for after-hours duties in Forensic. Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, registrars and medical Staff.

DUTIES : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Cape Town). Other duties as assigned by the Head: Clinical Unit.

ENQUIRIES : Dr QZ Cossie: Acute Tel No: (021) 8265829 or Dr N Dyakalashé: Forensic Tel No: (021) 8265863

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 : 26 June 2023

<u>POST 19/212</u>	:	<u>PRINCIPAL PSYCHOLOGIST: GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R1 127 631 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the Health Professional Council as a Clinical Psychologist (Independent Practice). Experience: A minimum of 3 years of appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirement of the job: Availability after hours. Valid (Code B/EB) driver's licence. Ability to communicate in two of the three official languages of the Western Cape, of which one must be English. Competencies (knowledge/skills): Management and leadership of teams and professionals. Extensive appropriate post-registration experience in clinical service delivery and management of Clinical psychology services in the context of the tertiary setting. Specialized competence in providing co-leadership in the following clinical units: Consultation-Liaison; Adult Psychiatry including Neuropsychiatry, eating disorders, Maternal Mental health and Child Psychiatry including Infant Mental health, Family therapy, and children with developmental delays. Teaching and training experience at under and postgraduate levels in clinical psychology, psychiatry, and mental health. Supervised experience in psychometry and psychotherapy cases of interns and clinical psychologists. Exposure to MMED in Psychiatry supervision. Design and conduct of research, including evidence of post-graduate supervision and publication at an advanced level. Ability to communicate in two of the three official languages of the Western Cape, of which one must be English. Ability to apply highly developed interpersonal and reflexive capacities in diverse settings in the workplace. Adaptability to different clinical settings, across both in- and out-patient environments, as well as within different medical disciplines. Extensive appropriate post-registration experience in clinical service delivery and management of such services.
<u>DUTIES</u>	:	Strategic and operational management of the psychological services at TBH. Effective Human Resource Management of Psychologists and Interns at TBH. Provide optimal psychological treatment of patients with complicated clinical conditions. Ensure appropriate training of intern psychologists in line with HPCSA guidelines. Research, teaching, academic management, and social responsiveness activities related to a joint appointment with the University of Stellenbosch.
<u>ENQUIRIES</u>	:	Ms A Thomas Tel No: (021) 938-9445 (aneesat@sun.ac.za)
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 19/213</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R627 474 (PN-B3) per annum
<u>CENTRE</u>	:	D'Almeida CDC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registered with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): In-depth Knowledge and application of Ideal Clinic and Office of Health Standard Compliance. Knowledge of Human Resources and Financial policies. Computer literacy (MS Word and Excel, PowerPoint, and emails.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, Maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets, and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts, and protocols. Improve the quality of services and deliver a patient-centered service.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106

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

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

CLOSING DATE : 26 June 2023

POST 19/214 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ICU)**

SALARY : R627 474 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404-2092

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

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

CLOSING DATE : 26 June 2023

POST 19/215 : **SOCIAL WORK SUPERVISOR: GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R 432 348 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate bachelor's degree in social work or equivalent. Registration with a professional council: Registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. Experience: Minimum of 7 years appropriate experience in Social

Work after registration as a Social Worker with the SACSSP. Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (Excel, Word, and PowerPoint). Job related knowledge of diagnostic assessment tools, evaluation methods and processes. Knowledge of Social Work Legislation related to mental health. Appropriate supervisory experience.

DUTIES : 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. 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, volunteers and social work students to ensure an effective social work service. 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.

ENQUIRIES : Ms S Mdunyelwa Tel No: (021) 826-5838
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/216 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum

CENTRE : Delft CHC

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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. 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 a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Willingness to work shifts and after hours (weekends, public holidays, and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, and policies. Analytical thinking, independent decision-making, problem-solving skills, and ability to facilitate and promote training. Computer literacy (MS Word, Outlook, and Excel).

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial, and physical resources (equipment and consumables). Render support to Nursing Services i.e., relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal, and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing, and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for the continuity of client care.

ENQUIRIES : Mr P Khohliso Tel No: (021) 833-9045
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary

qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.

- CLOSING DATE** : 26 June 2023
- POST 19/217** : **ASSISTANT DIRECTOR: HEALTH SUPPORT: LICENSING (EMS AND MENTAL HEALTH)**
Directorate: Assurance
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year National Diploma or Degree in administration or health or business field. Experience: Appropriate supervisory experience in general office administration. Appropriate administrative experience in the health care and regulatory environments will be an added advantage. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into the Western Cape Ambulance Service Act, Western Cape Ambulance Services Regulations - 2012 (Provincial Notice 180), Mental Health Care Act, subsequent Mental Health Care Regulations, Guidelines for Licensing Community Mental Health Facilities in the Western Cape and applicable Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance / emergency medical services. Leadership qualities with excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to ambulance services and mental health i.e. Ambulance Act 3 of 2010, Provincial Notice 180 or Emergency Medical Services Regulations - 2017, Mental Health Care Act (2002). Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing, drafting of documents and presentation skills. Ability to think critically and analytically, function independently and within a team context, being confident, self-motivated and showing initiative. Sound interpersonal, supervisory, communication and conflict management skills.
- DUTIES** : Render comprehensive administrative support to the Ambulance Service Advisory Committee and the Mental Health Advisory Committee to implement applicable legislation and decision-making procedures. Manage and supervise support personnel's duties and support management to manage the unit and relevant resources. 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. Offer support to the Deputy Director: Licensing & Inspectorate pertaining to Ambulance Services and Mental Health licensing in the province. Knowledge of financial management principles and understanding of the levying and collection of fees in terms of applicable legislation.
- ENQUIRIES APPLICATIONS** : Ms K Jacobs Tel No: (021) 483-3303
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 26 June 2023
- POST 19/218** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : R359 517 per annum
: Victoria Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate experience in Human Resource Management, PERSAL and Recruitment and Selection. Inherent requirements of the job: Valid (Code B) drivers' licence. Good verbal and written communication skills in at least two of the three official languages of Western Cape. Competencies (knowledge/skills): Supervisory skills. In-depth knowledge and experience of Recruitment and Selection policies and Procedures in Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : Ensure an effective Recruitment and Selection Service. Effective coordination and facilitation of skills Development (HRD). Effective management of Staff of Staff Performance Management (SPMS). Effective administration of Occupational Specific Dispensation and Grade Progression for various occupations. Effective Human Resource planning and establishment control (APL). Sound labour relations and supervision of staff. Effective Coordination of Employment Wellness Programme.
- ENQUIRIES** : Ms Y Nelukalo Tel No: (021) 799-1123, or email: yvonne.nelukalo@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 June 2023
- POST 19/219** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Overberg District
- SALARY** : R294 321 per annum
- CENTRE** : Caledon Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management matters. Appropriate experience in PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): PERSAL Salary and Personnel administration certificate. Interpretation and implementation of HR and Payroll Policies, procedures, and practices. Knowledge of Recruitment and Selection, Staff Performance Management System, Labour Relations, and Human Resource Development. Computer literacy in MS Office (Word, Excel, Outlook) and PERSAL.
- DUTIES** : Responsible for coordination, supervision, and control of the Personnel and Salary Administration component as well as support to supervisor. Implement and monitor the relevant policies, procedures, and prescripts with regard to personnel, salary, leave, and administration in general. Audit and revise leave, SPMS, PILIR, Pension documentation and assist with Recruitment and Selection. Implement and monitor all allowance, disallowance, transversal personnel practices, employment practices, conditions of service, and service termination documentation. Monitor compliance with regard to HR policies, practices, and prescripts. Assist with the compilation of the monthly CMI and quarterly Human Resources Audit Action Plan as well as the monitoring and evaluation of audit reports.
- ENQUIRIES** : Mr CA Brown Tel No: (028) 212-1070
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 June 2023
- POST 19/220** : **ADMINISTRATION CLERK: SUPPORT (WORKSHOP)**
Garden Route District
- SALARY** : R202 233 per annum
- CENTRE** : Technical Services, Oudtshoorn and Kannaland Sub-district (Stationed at Oudtshoorn Hospital)
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in office practice and/or administration.

Excellent computer proficiency in Word, Excel, and PowerPoint. Experience in EPS (Electronic Procurement System). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to organize and prioritize activities. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions, and the Accounting Officer Systems.

DUTIES : Ensure effective and efficient procurement service to the Workshop Department. Perform payment functions on LOGIS with regard to all purchases of goods and services in relation to workshop activities. Capture data, collate, compile, and distribute workshop activity reports and statistics. Support Workshop Supervisor including responding to basic queries, schedule appointments, diary management, taking of messages and minutes, copying, office administration, faxing, and sending of notices.

ENQUIRIES : Mr A Roets Tel No: (044) 203-7267

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

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

CLOSING DATE : 26 June 2023

POST 19/221 : **ADMINISTRATION CLERK: SUPPORT SERVICES**
Garden Route District

SALARY : R202 233 per annum
CENTRE : PHC Support and Outreach, George Sub-district (Stationed at Harry Comay Hospital)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in Facility Support and Technical Services. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. The ability to accept accountability and responsibility and to work independently and unsupervised when required.

DUTIES : Provide administrative support to Sub-District Technical Team and District Chief Artisan. Prepare documentation related to construction projects as per instruction of the Workshop Manager/Chief Artisan. Create and maintain an electronic site (SharePoint) for all documents related to Technical Support Services. Organise and maintain an effective consumable store for workshop including ordering and monitoring of stock levels. Liaise with contractors regarding upcoming service schedules and do follow-ups where needed. Complete job requisitions on whatever system the subdistrict/district is using.

ENQUIRIES : Mr A Muller Tel No: (044) 814-1123

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

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

CLOSING DATE : 26 June 2023

POST 19/222 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Central Karoo District

SALARY : R202 233 per annum
CENTRE : Laingsburg Hospital, Laingsburg Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Ability to function independently and within a team context.

DUTIES : Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Assist in policy

formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic).

ENQUIRIES : Ms D Willemse Tel No: (023) 814-2018
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/223 : **WHEELCHAIR REPAIR ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R171 537 per annum
CENTRE : Western Cape Rehabilitation Centre, Mitchells Plain
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience in wheelchair repairs. Inherent requirement of the job: Flexibility and willingness to assist with service delivery in different clinical areas. Willingness to work with persons with physical disabilities. Physically fit to lift and carry heavy equipment. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic and innovative design skills and practical skills. Basic knowledge in light electrical current. Ability to safely handle power machinery and tools. Demonstrate technical and related functions. Demonstrate technical, observation and practical problem-solving skills and conversant with the requirements of the Occupational Health and Safety Act.

DUTIES : Assist with the effective management of the wheelchair repair workshop. Effective and efficient repair/ maintenance of all mobility assistive devices presented. Provide wheelchair repair and modification services to assistive devices in workshop and at specialised clinics. Completion of all necessary administration when receiving a device for repair. Render a support service to the Institution as required. Participate in training and development.

ENQUIRIES : Ms A Rex Tel No: (021) 370-2322
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/224 : **SEAMSTRESS**
Chief Directorate: Metro Health Services

SALARY : R147 036 per annum
CENTRE : Oral Health Centres
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience in the operating of a sewing machine. Appropriate laundry and linen experience in a laundry setting. Inherent requirement of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Physically fit to do manual labour. Competencies (knowledge/skills): Knowledge of mending of torn or damaged hospital linen. Knowledge of fabrics and fibres.

DUTIES : Storage and handling of clean linen as well as the issuing and receiving thereof. Monitor the quality of the work. Inspect machinery to see if functioning correctly. Stock control of linen. Mending torn or damaged hospital linen. Handling of soiled linen, infectious linen, infested linen, and condemned linen.

ENQUIRIES : Mr Z Karoodien Tel No: (021)-937 3015
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/225 : **HOUSEHOLD AID**
West Coast District

SALARY : R125 373 per annum

CENTRE REQUIREMENTS : Vredendal Hospital, Matzikama Sub-district
 : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES APPLICATIONS : Mr D Snell Tel No: (027) 213-2039
 : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION NOTE : Ms E Tangayi
 : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 June 2023

POST 19/226 : **PORTER**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R125 373 per annum
 : Khayelitsha Community Day Centre
 : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, including nightshift. Willing to handle bodies (corpses). Ability to handle heavy objects. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work in a team.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs.

ENQUIRIES APPLICATIONS : Mr T Lewela Tel No: (021) 360-5206
 : The Chief Executive Officer: Metro Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION NOTE : Ms Z Willie
 : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 June 2023

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed.

CLOSING DATE : 23 June 2023

NOTE : Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date

and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 19/227** : **DEPUTY DIRECTOR: SERVICE BENEFITS REF NO: 172**
Directorate: Service Benefits
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum requirement: National Diploma (NQF Level 6) or Degree in Human Resources and 3 - 5 years management experience. Knowledge: Constitution of RSA / PGWC, Public Service Act and Regulations, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Pension funds Act, Labour Relations Act, White Paper on Transformation & Batho Pele Principles, White Paper on Service Delivery in the Public Service, Skills Development Act, Skills Levies Act, Line function and life skills training, Human Rights Practices, People Management, Skills Development Strategy of the Public Service / CS Educators, New Management Framework, Education Law and Policy, Disciplinary Codes and Procedures, CORE & Compensation Management (JD & JD) Collective Agreements, SPMS, PERSAL, Public Finance Management Act, Sense of the demographics of WCED Skills: Managerial skills, Leadership skills, Interpersonal skills, Communication skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, Powerpoint), Outlook, Internet, PERSAL, Good written and oral communication skills.
- DUTIES** : Manage the execution / administering of all service benefits. Ensure compilation of management reports. Ensure annual auditing of vacation leave. Report on leave patterns / tendencies that might impact on the service delivery of the Department. Managing termination of services (resignation, ill health, retirements, severance package, dismissals, etc.) Ensure implementation of the annual salary adjustments and service benefits. Managing deficiencies from exceptional PERSAL reports. Ensure audit on payments of service benefits (housing allowance, guarantees, overtime, etc.) Ensure the keeping and maintenance of registers (overtime, Injury of Duty, Subsistence and Travel allowance, BAS Payments, clearance certificates, Salary Recourse, leave without pay, Medical Aid, State Guarantees, Interns, Working hours, PILIR, Remunerated Work Outside the Public Service.) Financial Management: Provide input for the budget process in the Directorate. Recommend budget levels for new financial year. Manage and control the application of state funds and property in the sub-directorate. Monitor budget levels for sub-directorate. Authorise expenditure i.t.o. departmental delegation regarding advertisements, S&T, equipment purchases and skills development. Annual itemising of funds. Exercise monthly expenditure control. Submit monthly personnel audit and cash flow projections. Exercise managerial function attached to the post: Manage the execution of goals set for the sub-directorate. Ensure the effective recruitment, selection and appointment of officials. Develop Action Plans for / manage the Subdirector East for District and institutions. Strategic and operational planning of the sub-directorate. Give support and render advice to staff regarding procedures, requirements and general prescripts. Ensure that staff is adequately trained and developed to fulfil their functions in Service Benefits. Apply and maintain discipline in sub-directorate. Manage performance of staff. Conduct review sessions, training and coaching based on outcome of review sessions. Quarterly Performance Report. Attendance of staff meetings, division head meetings, directorate meetings. Provide monthly management report and statistics on the activities of the Sub directorate to HOD and SMS members. Monitor workflow of staff.

- ENQUIRIES** : Ms D Pillay Tel No: 021 467 2477
- POST 19/228** : **DEPUTY DIRECTOR: E-INFRASTRUCTURE AND TECHNOLOGY DEVELOPMENT MANAGER REF NO: 168**
Directorate: E-Learning
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Appropriate Diploma or Degree (3 years post matric). At least 3 years' experience in project management and/or managerial level in the ICT environment. A valid driver's license. At least proficiency in two of the three official languages. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Knowledge quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Thorough knowledge of knowledge management systems. Budget. Write reports. Be flexible and focused on understanding the needs of the end-user. Computer literacy (MS Word, MS Excel, MS PowerPoint, email). Ability to translate "tech-talk" into plain English. Have demonstrated project management skills in projects of ICT systems and change enablement. Knowledge of project risk management and mitigation. Experience with implementing projects. Skills: The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7 Provincial Finance Management Act and National Treasury Guidelines.
- DUTIES** : Manage the development and implementation of solutions, systems and infrastructure with regards to: Facilitate transversal or shared infrastructure, hardware software and services relating to e-Learning. Manage stakeholder interface between WCED and WAN/LAN role-players e.g. CEI, Service Providers, schools and project management teams. Manage all aspects of business solutions, ICT infrastructure and security service delivery and operational support. Facilitate the sourcing of e-Learning resources. Oversee the management and coordination of eLearning Projects: Oversee the provisioning of ICT access and provisioning related to: Planning of ICT access and provisioning. Implementation of solutions. Oversee information management and reporting. Ensure that databases and reporting systems are in place and used effectively. Management the human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Business Plan. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Actively manage and promote the maintenance of discipline. Plan budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently: Prepare work-unit budget required to achieve unit objectives. Maintain internal control policies and processes in line with the public Finance Management Act and National Treasury Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensures conformity with PFMA and auditing requirements. Monitors revenue and expenditure for the purpose of sound fiscal responsibility. Projects long-term financial requirements needed to achieve work-unit objectives. Explains or justifies the work-unit budget to other stakeholders and departmental groups. Oversees or helps procure equipment, facilities, supplies and services. Fosters an environment where cost-benefit outcomes are continuously improved. Prepares consolidated financial reports for presentation.
- ENQUIRIES** : Mr C Walker Tel No: (021) 467 2351
- POST 19/229** : **ASSISTANT DIRECTOR: MONITORING REF NO: 152 (X2 POSTS)**
Directorate: Early Childhood Development
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3- year relevant experience. Knowledge of: Public

administration, Applicable legislative and regulatory requirements, policies and standards, Norms and standards, Project Management, Principles and processes for providing customer services. Including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction, Monitoring and evaluation methods, tools and techniques, Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources, Relationship management. Skills: Professional Competencies, People Competencies, Results Competencies, Business/Organization Competencies.

DUTIES

: Develop monitoring and review systems. Evaluate the current systems and recommend improvement, develop monitoring tools and systems, oversee the implementation of monitoring tools. Oversee Financial and Governance Assessment for existing and new NPO's. Oversee site visits, quality assure monitoring reports, quality assure the completion of the appraisal grid. Oversee the monitoring and review of services rendered by the NPO. Ensure the analyses of progress reports. Oversee and quality assure the administering of quarterly compliance assessments including site visits Oversee and quality assure the administering of annual compliance assessments including site visits, Quality assures monitoring reports Ensure the development of corrective measures Verify the data submitted via reports Draft guidelines on required monitoring processes and procedures, Support managers and other staff in their monitoring actions, including the setting. of standards, Communicate and apply the Batho Pele concept in service delivery. Human Resource Management: Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRAs that derive from component's plans. Monitor information capacity building within the Division. Promote sound labour relations within the Division. Actively manage and promote the maintenance of discipline within the Division. Perform all the managerial tasks with regards to the Division Give direction to and manage policy issues with regards to the functions of the components under his/her command. Communicate on managerial level with regards to the functions of the component. Assess data and information Review and revise the information recorded on the activation grid/ indicator description manual/ NFD reporting template and approve. Compile report send to supervisor for verification and submit.

ENQUIRIES

: Ms. R Leukes Tel No: (021) 467 2584

POST 19/230

: **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 162 (X2 POSTS)**
Directorate: Service Benefits

SALARY CENTRE

: R424 104 per annum (Level 09)
: Head Office, Cape Town

REQUIREMENTS

: National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

DUTIES

: Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.

- ENQUIRIES** : Ms D Pillay Tel No: (021) 467 2477
- POST 19/231** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 154**
District Office: Overberg Education District Office
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Caledon
: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
- DUTIES** : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
- ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300
- POST 19/232** : **ASSISTANT DIRECTOR: E-LEARNING PROJECTS FACILITATOR REF NO: 161**
Directorate: E-Learning
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office, Cape Town
: An appropriate, recognized 3-years post matric qualification. At least 3 years' experience in technology provisioning or project management, valid driver's license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Skills: Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically. Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user. Knowledge: Thorough knowledge of ICT Technology (types and specifications). Knowledge of project management, risk and mitigation reporting. Knowledge of implementing projects. Knowledge of the policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7.
- DUTIES** : Project Management Planning: Project planning, project mapping, processes and manage technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines; Liaise with CeI for technical specifications and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Provide advice and assistance with demonstrations and in-house end- user evaluation of emerging technologies Project Management Implementing. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors); Coordinate and project manage the delivery, installation and implementation of all technology provisioning at schools (eLearning and Subject Specific rollouts). Conduct site visits (as necessary) to assist with e-Learning projects. Remain abreast with project procedures and processes that apply to Head Office and other educational institute offices, e.g. Districts, CTLI and technical partner CeI Project Administration; Manage the preparation of source documentation for procurement. Develop guidelines and templates for project plans for all eLearning deliverables. Assist with the development of project plans; Assist with the communication and stakeholders' engagements. Processes; Quality assure project plans and related project documents; Oversee the administrative deliverables with respect to

correspondence & filing systems. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management Information Management. Create, update and manage a database to record, monitor and report on all e-Learning projects. Update and maintain a project register; Maintain a risk register. Collaboratively work together with directorate to keep WCED online systems updated. Reporting; Report on all aspects of the roll-out and progress of e-Learning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories.

ENQUIRIES

:

Mr C Walker Tel No: (021) 467 2351