

**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.

ERRATUM: Kindly note that the advert for the Post of 26/249: Drg Costing Specialist Directorate: Management: Head Office, Cape Town (based at Stikland Hospital): Salary: R359 517 per annum advertised in the Public Service Vacancy 26 dated 28 July 2023 with Ref No: Post 26/249, has been cancelled.

MANAGEMENT ECHELON

POST 27/386 : **CHIEF EXECUTIVE OFFICER**

SALARY : R1 663 581 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA and a post graduate qualification (NQF 8) with at least 8 - 10 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems Knowledge of financial and people management Proven experience in the provision and management of health services. Proven leadership capabilities.

DUTIES : Manage the implementation of health services in line with the relevant National and Departmental policies. Manage and support the implementation of health service priorities. Ensure that quality of care is maintained and improved in in line with the National Core Standards. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care. Participate in corporate governance of the Department. Ensure implementation of the Provincial strategy for Clinical Governance, inclusive of clinical audits. Establish interfaces with institutes of higher educations. Ensure sound relations and a well-functioning health care delivery system in conjunction with referring institutions. Collaborate with key stakeholders within the districts, like other government departments, community structures, non-profit organisations (NPOs), local government, and private sector. Develop and implement a communication and marketing strategy for the hospital that is aimed at a broad range of internal and external stakeholders. Co-ordinate the rendering of professional support services (including information management) within the hospital. Manage the corporate services of the hospital i.e Financial -, Supply Chain-, Infrastructure- and People Management as well as Support Services.

ENQUIRIES APPLICATIONS : Dr K Cloete Tel No: (021) 483-3647
: 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.
: 25 August 2023

OTHER POSTS

POST 27/387 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC BURNS SURGERY)**

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). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

- CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Plastic Surgery or Paediatric Surgery or General Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Plastic Surgery or Paediatric Surgery or General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic Surgery or Paediatric Surgery or General Surgery. **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 Plastic Surgery or Paediatric Surgery or General Surgery. **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 Plastic Surgery OR Paediatric Surgery OR General Surgery. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). Competencies (knowledge/skills): Experience in paediatric burn injuries management both in acute and rehabilitation phases. The ability to manage a busy paediatric burns unit and independently perform specialist acute paediatric burn care operations. Expertise in burn reconstructive surgery will be advantageous. Ability to supervise registrars and medical officers in acquiring operative experience. Evidence of ability to initiate research; strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills.
- DUTIES** : To provide full time leadership and oversight of the day to day running of the Burns Unit Assessment, investigation, and management of patients referred to the Red Cross War Memorial Children's Hospital Burns Service, serving children from the Western Cape and beyond. Running the Outpatient Service for burns cases. Assistance, when required, with cross-cover for plastic or paediatric surgery service at Red Cross Hospital depending on the registered basic specialty. After-hours cover as appropriate to level of experience. Ensuring, as part of a team, continuous improvements in the quality, efficiency, and outcome of management of children with burns. Active participation in all the academic activities of the department. Training of under- and post-graduate students and other health personnel.
- ENQUIRIES** : Prof A Numanoglu, e-mail: alp.numanoglu@uct.ac.za or Prof Saleigh Adams saleigh.adams@uct.ac.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. 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** : 25 August 2023
- POST 27/388** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (RADIOPHARMACIST)**
(Contract for 6 Months)
- SALARY** : R990 066 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital, Nuclear Medicine, Department Medical Imaging and Clinical Oncology.
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council as a Radio Pharmacist. Registration with a professional council: Registration as a Radio Pharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years of appropriate experience in a hospital or centralized radio pharmacy. Inherent

requirements of the job: The physical capability to safely and effectively perform the actions required in a radio pharmacy e.g., working with lead shields, lifting generators, working in hot cells. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience in radio labelling of gallium-68 radiopharmaceuticals for clinical use would be advantageous. Strong ethical principles and relevant radiopharmaceutical and radiochemical skills. Theoretical and practical knowledge of radio pharmacy and radiochemistry. Experience in radiosynthesis and radio labelling and quality control of conventional and PET diagnostic and radiopharmaceuticals. Leadership, interpersonal, and organisational skills, ability to work in a team and ability to maintain confidentiality. Ability to compile written protocols, instructions, and reports. Computer literacy, including relatively high level of competence with MS Word, MS PowerPoint and MS Excel. Work experience should include Good Manufacturing Practices or Good Radio pharmacy Practices.

DUTIES : Ensure effective Radio pharmacy service and supervision of Radio pharmacy personnel. Performing radiopharmaceutical synthesis and quality control procedures falling in the scope of a pharmacist. Participating in Divisional management tasks including optimal and effective use of radiopharmaceuticals. Teaching and training (including research supervision) of MMed and MSc students as well as international fellows in Nuclear Medicine. Guiding Radiopharmacy research and supporting research work in the Division. Providing specialist advice to Nuclear Medicine and Radiopharmacy practitioners locally and nationally.

ENQUIRIES : Prof J Warwick at jw@sun.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 25 August 2023

POST 27/389 : **DEPUTY DIRECTOR: ORGANISATION DYNAMICS AND REMUNERATION**
 Directorate: People Strategy

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

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Bachelor's degree/ Advanced Diploma (NQF 7) in Human Resources/ People Management field. Experience: 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive work experience (7-10 years) in organisation development/ design, job evaluation, establishment administration and compensation management. Inherent requirements of the job: A valid Code B/EB driver's licence. Recommendation: Training and proficiency in PERSAL. Competencies (knowledge/skills): Behavioural: Analysing; Leading and Supervising, Persuading, and influencing, Planning and Organising; Deciding and Initiating Action, Working with People Delivery Results and Meeting Customer Expectations, Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM practices and OD (such as compensation management; grade progression; OSD, OD and Job Evaluation), Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000. Job Purpose: To render an organisation transformation service by co-ordinating OD interventions, establishment administration and compensation management.

DUTIES : Oversee and manage organisation development interventions and job evaluations. Drive departmental OD re-alignment projects to support the

transformation agenda of the Department (such as MEAP and MDP). Manage ODI and JE investigations for the Department. Monitor OD and JE registers and provide progress reporting. Manage and deliver on key OD improvement projects such as WISN, HRIS, Job Description Refresh, Job Titles classifications and OFA. Develop and maintain systems and guidelines to improve on OD and JE services. Manage the Organisation and Establishment Administration function. Perform Establishment Control function. Co-ordinate the implementation of OD and JE reports; Ensure new/ amended posts and organisational structure changes are correctly updated in Org Design system (OrgPlus/ Visio) and in PERSAL. Manage staff movement and constant updating of the establishment on PERSAL. Manage the Approved Post List (APL) in collaboration with Finance in terms of filled and vacant posts (HF2 process). Perform regular audits/ investigations and reconciling the approved organisational structure with the establishment on PERSAL. Management and advisory of Compensation: Manage investigations on compensation management enquiries/ cases (such Occupation-Specific Dispensations) and advise in accordance with prescripts. Provide expert advisory and input on transversal changes affecting compensation management practices. Implement changes to the compensation management practices as per national and provincial policy directives (e.g. Cost of Living Adjustments). Manage and maintain an accessible repository of updated compensation-related prescripts, policies, directives and collective agreements. Provide PERSAL Helpdesk services: Manage PERSAL access control (create profiles) and monitor all users transactions, active and in-active profiles. Ensure system enhancement and data integrity (audits and verifications Provide user-support training, compile and maintain user-friendly manuals. Participate in new system development initiatives linked to PERSAL. People Management. Financial Management.

ENQUIRIES : Ms R Shade Tel No: (021) 483-3717
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 : 25 August 2023

POST 27/390 : **DEPUTY DIRECTOR: FINANCE**
 Directorate: Financial Accounting

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

CENTRE : Head Office, Cape Town, Office base: Stikland Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma/Degree in Finance, Audit or related field as recognized by SAQA. Experience: Extensive management experience (health environment preferable). Extensive experience in Finance, including auditing practice, AFS, accounting and budgeting. Extensive experience in risk analysis and development of risk mitigating processes, including the development of training interventions as part of mitigating interventions. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to communicate in two of the three official languages of the Western Cape. Willingness to travel and spend periods away from home. Competencies (knowledge/skills): Knowledge of computerised Management systems, finance and SCM. Knowledge of Supply Chain Management processes and procedures. Knowledge of accounting. Computer literacy. Able to communicate with Chief Executive Officers and other senior managers. A strong auditing background would be advantageous.

DUTIES : Manage the compliance Management Unit. Manage the Compliance Monitoring processes of the Department. Report to Chief Executive Officers and other managers any issues of non-compliance. Engage with managers in order to develop and implement controls to enhance compliance. Manage recommendations from Forensic Investigation Services and Internal Audit. Identify and report all cases of irregular expenditure and provide guidance to managers on how to reduce instances of IE. Identify and implement any project required to enhance compliance and mitigate risks in the department.

ENQUIRIES : Mr A Small Tel No: (021) 483-5559
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : Shortlisted candidates may be required to complete a competency test. No payment of any kind is required when applying for this post.
CLOSING DATE : 25 August 2023

<u>POST 27/391</u>	: <u>DEPUTY DIRECTOR: HR (PEOPLE MANAGEMENT COMPLIANCE AND TRAINING)</u> Directorate: People Strategy Job Role: Render a comprehensive PM advisory service and manage the optimal application of people management policies, practices and processes in the Department.
<u>SALARY</u>	: R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town, Based at Bellville Health Park Minimum educational qualification: Bachelor's degree / Advanced Diploma (NQF 7) in Human Resources / People Management field. Experience: 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive work experience (7-10 years) in people administration and people practices in the public sector. Training and proficiency in PERSAL. Recommended: Experience working in an audit and compliance work environment would be advantageous. Inherent requirement of the job: A valid Code B/EB driver's licence. Competencies (knowledge/skills): Behavioural: Analysing; Leading and Supervising; Persuading and Influencing; Planning and Organising; Deciding and Initiating Action; Working with People Delivery Results and Meeting Customer Expectations; Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability; Person-Centred; Authenticity; Being of Service; Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Auditing Skills; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills and Conflict Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM administration and practices (such as recruitment and selection, transfers, promotions, leave, pension, overtime, retirement benefits, appointments, pay progression, salary gratuities, death benefits, working hours, RWOEE); Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2011; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000.
<u>DUTIES</u>	: Ensure compliance of practices and processes with respect to People Management prescripts. Develop audit framework of key indicators for various PM practices areas. Provide tools, mechanisms and systems for reporting on areas of non-compliance. Provide quarterly PM compliance reports for Western Cape Audit Committee (e.g., HRAAP and CMI). Provide input to departmental reporting. Render PERSAL Helpdesk functions. Co-ordinate and oversee PM audit investigations conducted on identified risk areas in PM processes. Prepare a programme of audit investigations to be conducted in the Department of identified risk areas. Oversee and guide the implementation of PM audits investigations. Quality assure the PM audit reports and provide such to clients. Manage ad-hoc PM audit investigations. Compile trend analysis from PM audits completed to inform training, upskilling initiatives and ensure recommendations in internal audit reports are addressed. Provide functional training and tools on PM processes to line managers and PM components in the Department. Oversee the training and upskilling programme to address key PM risk areas. Ensure the delivery of effective training programme and monitor it for impact. Facilitate the development of user-friendly PM procedure manuals, guidelines and toolkits to improve PM compliance. Create and maintain a repository of standard operating procedures, policies, directives and guidelines for all PM practice areas. People Management. Financial Management.
<u>ENQUIRIES APPLICATIONS</u>	: Ms R Shade Tel No: (021) 483-3717 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short-listed candidates must be prepared to do a test as part of the evaluation process.
<u>CLOSING DATE</u>	: 25 August 2023
<u>POST 27/392</u>	: <u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	: R627 474 (PN-B3) per annum
<u>CENTRE</u>	: Riebeeck-Kasteel Clinic

<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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer. Ability to communicate in at least two of the three official languages of the Western Cape and ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth and community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms J van der Westhuizen Tel No: (022) 482-2729
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 27/393</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literate. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical

		standards and development of self and others. Display of core values of the Department of Health in the execution of duties.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 302-8200
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 27/394</u>	:	<u>LAUNDRY SUPERVISOR</u> Central Karoo District
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate Grade10 or ABET Level 4. Experience: Appropriate Laundry Service experience in a Laundry Services Unit, within a hospital setting. Appropriate supervisory experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Sound communication (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and skills with regards to the operational procedures in a Laundry Services Unit. Knowledge of WCHD Laundry Service Policy and monitoring process, hygiene, occupational health, and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV). Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Supervise Linen Processing. Ensure a clean hygiene, safe, and friendly environment. Supervise and supply of clean washing and linen. Ensure effective linen and laundry linen and laundry Services. Supervise an effective linen and laundry control. Supervise an effective utilization of resources i.e financial assets, consumables, and equipment. Supervise with the implementation of infection and waste management in the Laundry. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<u>ENQUIRIES</u>	:	Ms SC James Tel No: (023) 814-0130
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	25 August 2023
<u>POST 27/395</u>	:	<u>TELKOM OPERATOR</u> Cape Winelands Health District
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Ceres Hospital, Witzenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor,

place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk SMS'. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.

ENQUIRIES : Mr N Ncobo Tel No: (023) 316-9603
APPLICATIONS : The Manager: Medical Services Ceres Hospital, Private Bag X54, Ceres, 6835.
FOR ATTENTION : Mr WJ Owen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 August 2023

POST 27/396 : **TRADESMAN AID**

SALARY : R147 036 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational requirement: Grade 10 (or equivalent). Experience: Appropriate practical experience in performing maintenance tasks performed in a hospital engineering environment. Inherent requirements of the job: Ability to work standby duties, overtime, weekends, and public holidays when operationally required. The incumbent must be able to handle heavy objects, heights, narrow spaces and be on their feet the entire day. Ability to communicate (written and verbal) in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work independently as well as part of a team. Good interpersonal, communication and organisational skills. Ability to work independently.

DUTIES : Perform various basic maintenance duties in the workshop, on the grounds and clear areas where work has been carried out. Assist with repairs and emergency breakdowns (including after hour repair). Control, manage and safekeeping of tools, stock and equipment in the workshop and carrying, loading, and off-loading of tools as well as material. Identify maintenance and repair needs and ensure that tools and materials are available when needed and cleaned after use. Provide support service to the technical staff under the supervision of an Artisan. Collection, movement and delivery of equipment and furniture. Cleaning of plant rooms, workshops, filters and equipment, check functioning of equipment, safety of equipment, check of leaks and general inspections.

ENQUIRIES : Mr M Seita Tel No: (021) 938-6504
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V de Jager
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 25 August 2023

POST 27/397 : **MESSENGER (NURSING)**

SALARY : R125 373 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience of messenger or basic office work. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Physically able to move freely between various areas of the hospital. Visual acuity. Competencies (knowledge/skills): Literacy and numeracy skills. Good communication skills. Ability to participate and work as part of a team. Must maintain effective interpersonal skills.

DUTIES : Provide a messenger service – collection and distribution of postal material. Provide a support service to nursing and the administration service. Maintain a statutory requirement of the post.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Ms N Kettledas
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 August 2023

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla

NOTE

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. 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 27/398

: **CHIEF CIVIL ENGINEER REF NO: 206**
Chief Directorate: Physical Resources Management

SALARY

: R1 146 540 per annum. All-inclusive package to be structured in accordance with the set rules.

**CENTRE
REQUIREMENTS**

: Cape Town
Degree in Engineering; Registered as a Professional Engineer with ECSA (Civil engineer); Six years' experience post qualification; Valid Drivers' Licence; Computer literate. Knowledge: Relevant Experience Six years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Understanding of the IDMS would be advantageous. Need a good understanding of and experience in project management. Skills: Candidates must have the ability to prepare reports and draft submissions. Develop strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Project management skills, critical thinking, cost benefit analysis and stakeholder engagement skills would be beneficial.

DUTIES

: Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Manage Investigative proposals for innovative service delivery mechanisms and undertake feasibility studies. Manage the compilation of briefing documentation and specifications from an engineering perspective. Manage the preparation of the User Asset Management Plan. Manage inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Plan and management the implementation of infrastructure projects from inception, planning, implementation to close out. Manage the conducting of post project and post occupancy evaluations. Candidates must be able to manage staff. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.

**ENQUIRIES
CLOSING DATE**

: Mr. G Coetzee Tel No: (021) 467 9261
: 25 August 2023

POST 27/399

: **CHIEF QUANTITY SURVEYOR GRADE A REF NO: 205**
Directorate: Infrastructure Delivery Management

SALARY

: R990 747 per annum. All-inclusive package to be structured in accordance with the set rules.

**CENTRE
REQUIREMENTS**

: Cape Town
B Degree in Quantity Surveying. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Relevant experience of 6 years' relevant experience post qualification. Have a current / valid Driver's License; and be computer literate.

Knowledge: relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and Programme / project management skills. Experience in all financial aspects of a projects from inception to close-out is required.

DUTIES : Coordinate and / or contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP). Coordinate and / or contribute to the preparation and / or approve Packages / Individual Project Briefs inclusive of the determination of the Control Budget. Participate in the preparation and / or assessment of the procurement process related to Professional Service Providers (PS) and / or contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP). Management and / or monitoring of the implementation of Programmes. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr. GP Nieuwoudt Tel No: (021) 467 2052

CLOSING DATE : 25 August 2023

POST 27/400 : **QUANTITY SURVEYOR PRODUCTION GRADE A: REF NO. 207 (X7 POSTS)**

Chief Directorate: Physical Resources Management

SALARY : R687 879 per annum. All-inclusive package to be structured in accordance with the set rules.

CENTRE : Cape Town

REQUIREMENTS : B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 (three) years' experience post qualification or registered as a Candidate Quantity Surveyor with SACQSP and is willing to be part of a developmental programme with condition that the Candidate must register as a Professional within 3 (three) years. Valid Driver's Licence. Computer literacy. 3 (three) years' post qualification relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. A good understanding of- and in project management. A good understanding of infrastructure planning and its contribution to the timeous development of education infrastructure. Experience in institutional systems / processes. Candidate must be able to operate both independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme/ project management skills. The ability to interpret and apply approved design guidelines and technical specification to design solutions.

DUTIES : Contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP); Contribute to the Preparation and/or approve Packages/ individual Project Briefs inclusive of the determination of the Control Budget; Participate in the preparation and/or assessment of the procurement process related to the appointment of Professional Service Providers (PSPs) and/or contractors; Contribute to the review and/or acceptance of the Infrastructure Programme Implementation Plan (IPIP); Management and/or monitoring of the implementation of Programmes and/or projects; Approval of Project Stage Reports (deliverables) and designs; Manage the interface between the end-user and or community and the Implementing Agent (IA). Experience in all financial aspects of a project from inception to close-out is required.

ENQUIRIES : Mrs L McGlenatendolf Tel No: (021) 467 2021

CLOSING DATE : 25 August 2023

POST 27/401 : **ARCHITECT PRODUCTION GRADE A: REF NO. 204 (X4 POSTS)**

Chief Directorate: Physical Resources Management

SALARY : R687 879 per annum. All-inclusive package to be structured in accordance with the set rules.

CENTRE : Cape Town

REQUIREMENTS : Degree in Architecture. Additional Requirements: Registered as a Professional Architect with SACAP. Three years' experience post qualification. Valid Drivers' License. Computer literate. Skills: Review of designs for school building purposes, planning of infrastructure in a client department, approve

guidelines and technical specification, organizing, research and report writing. Need understanding of- and experience in project management and contracts. Project management skills and understanding of the IDMS would be advantageous. Critical thinking, cost-benefits analysis and stakeholder engagement skills would be beneficial.

DUTIES

: Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Plan and monitor the implementation of Programme / Project and budget. Manage the interface between end-user / community structures and implementing agent(s). Make inputs to the User Asset Management Plans and Project Lists. Undertake research. Experience at managing projects from inception, planning, implementation to close out would be beneficial.

ENQUIRIES

: Mrs L McGlenatendolf Tel No: (021) 467 2021

CLOSING DATE

: 25 August 2023