

**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 32/294 : **MEDICAL SPECIALIST: GRADE 1 TO 3**
Chief Director: Emergency and Clinical Services Support

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 : Forensic Pathology Service, West Coast/Winelands (Stationed at Paarl FPL)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the Health Professions Council of South (HPCSA) Africa as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: A valid driver's license. Good written and communication skills in at least two or more of the three official languages of the Western Cape. Willingness to work after-hours and standby duties. The duties will not be Paarl-based only but will include service delivery within the Cape Winelands and West Coast Geographic Service Area with autopsy facilities within those Districts. Willingness to perform duties in all geographic areas within the forensic pathology services in the Department, when required. Willingness to travel outside the Western Cape when required. Competencies (knowledge/skills): Off-road skill, body retrieval skills from "unusual sites" and photographic skills will be an advantage. Skills pertaining to the scope of practice of a Forensic Pathologist inclusive of knowledge of the statutory regulations regarding Forensic Pathology Practice and maintenance of continuous medical education on individual basis to ensure yearly registration with the HPCSA. Ability to interpret and apply policies and have good communication, interpersonal relationships, development, and teaching skills. Teamwork, mutual respect, professionalism, and equanimity are important values. Capable of using initiative for problem-solving, be able to respond to urgent matters within limited time frames, consider risks involved and take responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with high standards for accuracy and the ability to work under pressure and meet deadlines. Computer literacy in at least MS Word, Excel and PowerPoint.

DUTIES : Forensic post-mortem examinations, completion of all investigations and documentation in relevant cases, and oral evidence in post-judiciary proceedings related thereto. Active participation in Continuous Professional Development activities of the Clinical forensic practitioners in the district/province. Active participation in the teaching and training activities of the Clinical forensic practitioners in the district and Metro East. Assist with teaching and training

programmes related to forensic pathology personnel and other participating stakeholders. Partake in relevant death review programmes. Assist the Head Clinical Unit in the Managerial activities and with the supervision of the clinical and administrative component within the Region.

- ENQUIRIES** : Dr J Verster Tel No: (021) 931 8043, jverster@sun.ac.za or Dr D Lourens Tel No: (023) 347 5353, denise.lourens@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via 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 with the relevant council and proof of payment of the Department of Health prescribed registration fees to the relevant council are submitted on or before the day of the interview.
- CLOSING DATE** : 22 September 2023
- POST 32/295** : **PHARMACY SUPERVISOR GRADE 1**
West Coast District
- SALARY** : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs.) (Non-pensionable rural allowance of 12% of basic salary)
- CENTRE** : Vredenburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration: Registration as a Pharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Inherent requirement of the job: Valid (code B/EB) driver's license. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Willingness to register as a Responsible Pharmacist. Ability and willingness to supervise, tutor and train students and staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Ability to cope with pressure and maintain a high standard of professionalism. Sound Management, communication, and conflict-handling skills. Computer skills (MS Office, Word, Excel, and PowerPoint).
- DUTIES** : Take leadership in the hospital and sub-district to establish a value-driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC, National Drug policy and National and Provincial standard treatment guidelines. Manage, assess, and monitor compliance with Good Pharmacy Practice, Ideal Clinic and National Core Standards. Human Resource Management for the hospital staff and support within the sub-district. Monitor and facilitate effective Medicine Supply Management in the hospital and sub-district. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures for the pharmacy and the sub-district. Participate in continuous quality improvement initiatives.
- ENQUIRIES** : Mr C Lintnaar Tel No: (022) 487-9265
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 29 September 2023
- POST 32/296** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
Job Role: To manage and coordinate the effective and efficient administration of People Management, HRD, Labour Relations, Support Services and Facilities Management in accordance with the strategic objectives of the Institution.
- SALARY** : R811 560 per annum, (A portion of the package can be restructured according to the individual's personal needs)
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management/Business Management/Public Administration. Experience: Extensive experience in people administration and people practices in the public sector. Inherent requirements of the job: A valid Code B/EB driver's license. 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, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000.
<u>DUTIES</u>	:	Overall responsibilities for the Comprehensive Human Resource function for RCWMCH. Ensure effectiveness for the management of all aspects of Human Resources. Manage employee relations including disciplinary and grievance procedures and practices at the institution. Overall responsibility for corporate governance including all aspects of Support Services which include Food services, Transport and fleet, Telephone services, Registry and messenger/Porter services, Security, Linen Services, and cleaning services etc. Manage service providers on the hospital estate in line with the strategic objectives of the Institution. Responsible for disaster management and risk management analysis at RCWMCH. Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act and Universal Precaution Against Infection Policy rules. Will function as part of Top Management of RCWMCH and will provide /analysis and Interpret information to ensure management. Resource management and training.
<u>ENQUIRIES</u>	:	Dr AN Parbhoo Tel No: (021) 658 – 5005
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	29 September 2023
<u>POST 32/297</u>	:	<u>ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	Grade A: R795 147 per annum Grade B: R894 042 per annum Grade 3: R1 020 087 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: University degree in Mechanical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Grade A: At least 3 years of appropriate/recognisable experience after obtaining the relevant qualification e.g., BSc (Eng.). Grade B: At least 14 years of appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Ability to communicate in two of the three languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office).

Experience in designing of building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation) for healthcare facilities. A health-sciences-related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings (e.g., Hospital). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr I Parker Tel No: (021) 483-9359
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 : 29 September 2023

POST 32/298 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
 Garden Route District

SALARY : R627 474 (PN-B3) per annum
CENTRE : Pacaltsdorp CDC, George Sub-district (X1 Post)
 Uniondale /Haarlem Cluster, George Sub-district (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a 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/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES : Effective integrated execution and management of all PHC COPC programmes (i.e., Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management about data collection, verification, report writing and submission of data. Human Resource Management i.e., supervision of staff, development and performance management, Leave Management including Absenteeism and Staff Wellness support, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance, and security. Clinical Governance: Ideal Clinic, Liaise with relevant stakeholders, functional clinic committees. Effective communication with all levels of service delivery.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814-1100

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for these posts.
CLOSING DATE : 29 September 2023

POST 32/299 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Directorate: Metro Health Services

SALARY : R627 474 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in Nursing) or equivalent 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 a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing 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/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts on day duty when required to satisfy operational needs. A Valid (Code B/EB) driver's License. The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Work night duty on a planned schedule to relief the night manager. Competencies (knowledge/skills): Knowledge of legal frameworks and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills.

DUTIES : Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Coordinate and actively participate in focused training and development of permanent staff and nursing students according to the development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Ensure adherence to MHCA prescripts and other legislation.

ENQUIRIES : Mr M Photo Tel No: (021) 826-5801
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 : 29 September 2023

POST 32/300 : **QUALITY ASSURANCE MANAGER: CENTRAL HOSPITAL**

SALARY : R527 298 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Four Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate Quality assurance experience. Appropriate experience in a Tertiary Hospital environment. Inherent requirement of the job: Willingness to work shifts and cover for colleagues in areas. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience in quality assurance, risk management, project management and occupational health and safety. Sound interpersonal, leadership, managerial and communication skills. Computer literacy including completion and interpretation of databases. Ability to understand and implement relevant legislature and compliance tools. Leadership qualities.

DUTIES : Assist with identification and evaluation of problems or potential problems with patient care and determine priorities for investigation and resolution of problems including promoting research, education, and development of staff. Responsible for effective coordination of care and risk management programs; quality assurance

programs and occupational health and safety programs including development of policies and procedures to enhance the quality-of-service delivery. Conduct department specific clinical audits, outbreak investigations, review morbidity and mortality registers, manage complaints and compliments system, identify adverse incidents, and ensure adverse incident database is updated inclusive of strategies to reduce incidents. Monitor patient's perceptions by conducting annual patient satisfaction and waiting time survey including developing action plans and strategies to address negative aspects of service delivery. Management and oversight of the Occupational Health Clinic.

ENQUIRIES : Dr B Patel Tel No: (021) 404-3178
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 September 2023

POST 32/301 : **BED MANAGER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R424 104 per annum
CENTRE : Brackengate TFC
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health-related National Diploma/Degree or equivalent registrable with an appropriate Health Professions Council. Experience: Appropriate experience as a health professional in a hospital setting. Appropriate experience in Bed Management processes and administration. Inherent requirements of the job: Valid Code B/EB driver's license. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in the Microsoft Office package (MS Word, Excel and PowerPoint) and e-mail (Outlook). Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, as well as within a Multi-disciplinary Team. The ability to collect and collate information, and to critically analyse data and produce reports.

DUTIES : Facilitate referrals to /from all relevant health institutions for WCRC/ Brackengate transitional Care facility respectively. Utilise Performance parameters and Health information systems to optimise bed utilisation. Report on the utilization of hospital inpatient facilities and resources. Optimal utilization of Human- and Financial Resource Management. Establish and maintain close working relationships with referring institutions, community-based services and internal clinical areas to strengthen the patient care pathway.

ENQUIRIES : Mr L Saville Tel No: (021) 370-2312
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 29 September 2023

POST 32/302 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (X2 POSTS)**
Directorate: Supply Chain Sourcing

SALARY : R424 104 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year degree or diploma in procurement and or health-related. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: A Valid driver's license (Code B/EB). Competencies (knowledge/skills): Sound management skills, including the ability to manage a team and strategies solutions. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Strong

		research skills and attention to detail. Report-writing. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.
<u>ENQUIRIES</u>	:	Mr A Jacobs Tel No: (021) 483-6093 or email; Aldrid.Jacobs@westerncape.gov.za
<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>	:	22 September 2023
<u>POST 32/303</u>	:	<u>ASSISTANT DIRECTOR: UPFS AUDIT COMPLIANCE AND TRAINING</u> Directorate: Management Accounting
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	(Head Office, Cape Town) (Based at Western Cape College of Nursing, Stikland)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 4-year Diploma/Degree in a health-related field (or equivalent), registerable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) with at least 3 years' experience in clinical practice. Post Basic Diploma in Advance Nursing Science. Experience: Appropriate knowledge of clinical/diagnostic procedures, clinical diagnoses and treatment plans and the application thereof. Appropriate experience in managed care in the private and public sector. Appropriate experience with using Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirement of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures.
<u>DUTIES</u>	:	To ensure effective and efficient training in the Hospital Fees, Policies and Procedures, UPFS tariffs and Managed Care protocols. To manage the execution of Compliance Audits regarding the implementation, compliance, executions and application of the Hospital Fees, UPFS policy, procedures and Managed Care. Protocols at all Health institutions in order to measure the impact of training as well as the application of said policies on staff and in the workplace. To manage and ensure completion of reports. Develop and facilitate the implementation of UPFS, Hospital Fees policies and procedures and provide support. The effective and efficient supervision, planning and co-ordination of activities in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms S Daniels Tel No: (021) 940-4456
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	29 September 2023
<u>POST 32/304</u>	:	<u>CASE MANAGER</u> West Coast District
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Vrendenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or

Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e., the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word, and web-based programs (medical aids).

DUTIES : Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Provide quotations to privately funded and foreign patients.

ENQUIRIES : ME Van Vuuren Tel No: (022) 709-7213

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.

CLOSING DATE : 29 September 2023

POST 32/305 : **CASE MANAGER (X2 POSTS)**
Directorate: Management Accounting

SALARY : R359 517 per annum
CENTRE : (Head Office, Cape Town)

REQUIREMENTS : Minimum educational qualification: An Appropriate three-year health-related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend long periods away from the office. A valid Driver's License (Code B/EB). Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange) will be an advantage. Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e., the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spreadsheets, Microsoft Word and web-based programs (medical aids).

DUTIES : Assist various institutions with clearing of externally funded revenue backlogs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms L Ismail Tel No: (072) 601-6586

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

NOTE : This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for the post.

CLOSING DATE : 29 September 2023

POST 32/306 : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET AND INVENTORY MANAGEMENT) (X2 POSTS)**
Directorate: Supply Chain Management: Governance

SALARY : R359 517 per annum
CENTRE : Head Office, Bellville Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in a supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver’s license. High level of computer literacy, including advanced application in LOGIS, MS Word, MS Excel, PowerPoint and Outlook. Willingness to travel (overnight). Competencies (knowledge/skills): Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management.

DUTIES : Ensure asset and inventory management policies and procedures compliance at the District/Institutional level. Provide on and off-site support to end users. Identify and provide training needs to districts/institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets and inventory management. Manage the implementation of SCM systems and ad-hoc asset and inventory management projects at districts/institutions. Maintenance of the departmental asset and inventory register. Report on Bas/LOGIS reconciliation on monthly basis. Ensure departmental asset and inventory counts.

ENQUIRIES : Mr L Quluba Tel No: (021) 483-3460
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may also be required to undergo competency assessments/proficiency test.

CLOSING DATE : 29 September 2023

POST 32/307 : **SENIOR STATE ACCOUNTANT: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING (X2 POSTS)**
Directorate: Management Accounting
Sub-Directorate: Strategic Budget Analysis

SALARY : R359 517 per annum
CENTRE : (Head Office, Cape Town) stationed at Bellville Health Park in Bellville
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in data analysis, financial administration and costing. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: Valid Code B/EB driver’s license. Advanced Excel skills. Skills in VBA-programming and Power Query will be advantageous. Competencies (knowledge/skills): Advanced proficiency in software packages essential for report generation, including MS Excel, Word, Access, and SQL. Strong grasp of cost management principles, budgeting, and other management accounting tools and techniques. Familiarity with various systems such as BAS, PERSAL, Vulindlela, LOGIS and MEDSAS. Proficient in research and analytical thinking, demonstrating the ability to analyze information, solve complex problems, and prepare detailed reports. Excellent interpersonal skills and conflict resolution capabilities. Demonstrated ability to collaborate effectively with colleagues and stakeholders of

		all authority levels while also being capable of working independently and unsupervised.
<u>DUTIES</u>	:	Identify, flag, and analyse potential financial and budgetary risks. Prepare cost estimates and make recommendations on plans, while providing necessary reporting, documentation, and financial assessments. Develop and analyse key service volume indicators, assessing their impact on resource management and expenditure efficiency. Develop automated financial reporting models and forecasting tools based on key trend indicators and ratios to be used in financial planning and monitoring. Continuously update and maintain large databases to ensure accurate information. Extract, test, and clean up data to maintain data integrity. Monitor and support cash flow management and expenditure control for specific business units within the organization. Provide training to Sectors/Institutions in appropriate projection techniques by explaining complex financial data clearly.
<u>ENQUIRIES</u>	:	Mr J De Beer Tel No: (021) 815-8610
<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>	:	22 September 2023
<u>POST 32/308</u>	:	<u>INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY UNIT)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A National Diploma, (T, S or N Stream) in Mechanical Engineering or Electrical or a B-tech degree in Mechanical Engineering or Electrical Engineering. Experience: Proven previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Inherent requirements of the job: Valid driver's license (Code B/EB) and own reliable transport in order to handle call-out duty. Willing to work overtime. Do standby duties and handle after-hour calls. Willing to work within all Clinical Engineering disciplines. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of medical imaging equipment maintenance is essential. Ability to fault-find and repair electro-mechanical, mechanical and full electronic medical imaging equipment. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability and experience to manage plan and organise maintenance schedules. Possess accurate technical ability and insight in order to solve problems. Excellent ability to fault-find and repair down to component level. Computer literacy.
<u>DUTIES</u>	:	Carry out maintenance, repairs, routine inspection and evaluation of medical imaging and related hospital equipment. General administrative duties as required by Clinical Engineering i.e.. Write reports, specifications and record keeping of departmental activities and of medical equipment. Manage service contracts. Liaise with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Compile technical specifications for medical imaging equipment. Adhere to all hospital and legal requirements, protocols and procedures.
<u>ENQUIRIES</u>	:	Mr JD du Preez Tel No: (021) 938-4634
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short-listed candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	29 September 2023
<u>POST 32/309</u>	:	<u>FOOD SERVICES MANAGER</u>
<u>SALARY</u>	:	R294 321per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A three-year degree/Diploma or equivalent in Food Service Management. Experience: Appropriate experience in the Food Services environment. Inherent requirements of the job: As the Food Services

		Component renders a 7-day week function successful candidate will be required to work shifts, weekends and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy, problem-solving, decision-making, time management, presentation and managerial skills. Sound numerical skills.
<u>DUTIES</u>	:	Manage the Food Service Unit: 24 hours per day and 7 days per week on rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel and equipment. Manage /Administer human physical and financial resources. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocol.
<u>ENQUIRIES</u>	:	Ms R Keyser Tel No: (021) 938-4135
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any is required when applying for the post.
<u>CLOSING DATE</u>	:	29 September 2023
<u>POST 32/310</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C</u> Central Karoo District
<u>SALARY</u>	:	Grade A: R220 533 per annum Grade B: R258 753 per annum Grade C: R299 361 per annum
<u>CENTRE</u>	:	Central Karoo District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in a trade relevant to Building, Equipment & Infrastructure Construction and maintenance (including general Fault-finding and repair). Experience: Grade A: No experience required. Grade B: At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): Practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Practical, working knowledge of the working principle, parts and assembly, testing, routine and breakdown maintenance of the following: Domestic and light commercial laundry and kitchen equipment, Access control, Fire Detection and electrical Fencing Hardware, Basic building terminology and construction. Hospital Technical Systems & plant, HVAC equipment, Welding & Plumbing skills (Demonstrable). Demonstrable computer literacy in at least MS Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.
<u>DUTIES</u>	:	Repairs of equipment, reticulations, and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.
<u>ENQUIRIES</u>	:	Mr C Makwela Tel No: (023) 414-8235
<u>APPLICATIONS</u>	:	Applications are submitted online via 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 applicants will be subjected to practical test.
<u>CLOSING DATE</u>	:	29 September 2023

POST 32/311 : **ADMINISTRATION CLERK: SUPPORT**
West Coast District

SALARY : R202 233 per annum
CENTRE : Sonstraal Hospital, Paarl
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience preferably within a hospital environment. Inherent requirements of the job: Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organizational skills and the ability to function under pressure and meet deadlines. Good Computer (MS Word, Excel, Outlook) and numeracy skills.

DUTIES : Provide clerical and receptionist function e.g., receive visitors, type documents, answer telephone. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management, Supply Chain Management and Facilities Management. Perform patient-related administration tasks on Clinicom, Sinjani, as well as other systems and information management e.g., folder management and data capturing. Render general support service to the Nursing head with regard to staff administration.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815-8340
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 September 2023

POST 32/312 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and /or Accounting as a passed subject and /or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with specific focus on the Procurement Process. Appropriate experience in Supply Chain Management systems i.e., LOGIS, (Logistical Information System) and Eps (Electronical Procurement System). Inherent requirements of the job: Ability to communicate in two of the three official languages of the Western Cape. Physical ability to move goods within the Transit Area/Stores, when required to do so. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package; Knowledge and exposure to the Public Finance Management Act (PFMS), Regulations and Financial Instructions. Knowledge of SCM Systems, i.e., CSD (Central Supplier Database), and the WCSEB (Western Cape Supplier Evidence Bank). The ability to work independently and as part of a team.

DUTIES : Performing all functions related to the Demand and Acquisition of Goods and Services for all FBU's of New Somerset Hospital. Ensuring that requests received are processed via the Institutional Quotation Committee for approval and that the correct sourcing method is applied. Check and verify correctness of specifications before advertising on the ePS for non-contract items. Placing of orders based on the relevant procurement process completed with service providers and suppliers for goods and services timeously. Communication and feedback between suppliers and end-users in terms of lead times and contract management aspects. Ensuring receipt, - dispatch and – issuing duties are performed in the Transit Area in line with the Standard Operating Procedure of the Hospital. Ensuring compliance with Prescripts are maintained in all procurement transactions. Providing Administrative support to various internal stakeholders of New Somerset Hospital.

ENQUIRIES : Mr S Isaacs Tel No: (021) 402-6217
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Only officials employed within the Provincial Government: Western Cape will be considered for the post.

CLOSING DATE : 22 September 2023

POST 32/313 : **HOUSEKEEPING SUPERVISOR: EHS (X2 POSTS)**

SALARY : R171 537 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping, Terminal Cleaning, Stock Control, Linen Management and Waste Management experience in a hospital environment. Inherent requirement of the job: Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Willingness to work overtime and shifts. Competencies (knowledge/skills): Must have knowledge of cleaning and housekeeping policies, protocols, and procedures as well as Infection Prevention Control measures. Knowledge of how to operate the cleaning equipment, perform terminal cleaning and effective usage of consumables. Good interpersonal, organising and decision-making skills.

DUTIES : Responsible for overall control, organising, performing and co-ordinating. of tasks related to linen, waste management, hygiene services, terminal cleaning, contract management and stock control. Responsible for record-keeping and compilation of reports. To submit requisition for repairs of broken equipment thus ensuring a safe working environment. Relief according to the needs of the service. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources as well related HR matters.

ENQUIRIES : Mr M Wehr Tel No: (021) 404-4052
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 September 2023

POST 32/314 : **HOUSEHOLD AID (X2 POSTS)**
West Coast District

SALARY : R125 373 per annum
CENTRE : Sonstraal Hospital, Paarl
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Good communication skills (read, speak, and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilization and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815-8340
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr D Pekeur

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 September 2023

POST 32/315 : **PORTER**
West Coast District

SALARY : R125 373 per annum
CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts and over weekends. Ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal and communication skills.

DUTIES : Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to requests from wards/departments.

ENQUIRIES : Ms E Lester Tel No: (022) 709-7257
APPLICATIONS : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Ms DI Links
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 September 2023

POST 32/316 : **CLEANER**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R125 373 per annum
CENTRE : Forensic Pathology Service, Tygerberg Laboratory
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in cleaning mortuary, hospital or laboratory environments. Inherent Requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of and exposure to cleaning environment, equipment, materials and chemicals. Ability to work in the vicinity of corpses (mutilated, decomposed, infectious viruses, etc).

DUTIES : Effectively perform a cleaning service of a routine nature in all Administration areas. Effectively perform a cleaning service of a routine nature in all Clinical/ Mortuary environment. Effectively clean the vehicle fleet of the facility. Effectively support the Manager in establishing a safe environment.

ENQUIRIES : Ms A. Campbell Tel No: (021) 931 4232.
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
CLOSING DATE : 29 September 2023

POST 32/317 : **PORTER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Porter's experience in the public health facility. Inherent requirement of the job: Physically able to perform tasks such as lifting patients from/onto beds, trolleys and wheelchairs and in/out of vehicles. Willingness to rotate and assist in other areas as required. Good interpersonal /communication skills (read and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work under pressure and to meet deadlines. Ability to do problem-solving and effective reporting to the supervisor.

DUTIES : To provide Porter's services according to needs of institution. Provide support to the multi-disciplinary team. Deliver effective support services in positioning and escorting. Effective utilization and maintenance of equipment.

ENQUIRIES : Ms E Remmitz Tel No: (021) 370-2423
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 22 September 2023

PROVINCIAL TREASURY

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

CLOSING DATE : 02 October 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 32/318 : **HEAD OFFICIAL: PROVINCIAL TREASURY REF NO: PT 16/2023**
(5-Year Contract)

SALARY : R2 158 533 per annum (Level 16), (all-inclusive package to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA, A minimum of 8 years' senior management experience within the financial environment of which 3years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Finance, Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and financial sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference

to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.

DUTIES

: Render financial governance and asset management services; Render fiscal and economic services; Provide an effective financial management support service to the Department; Render strategic and operational management support services; Render an administrative support service to the Provincial Minister; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Drive the Departmental strategic planning process; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance to the Administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department; Actively manage and promote the maintenance of discipline within the Department; Manage participation in the budgeting process at Departmental level, and at Branch/Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances; Diligently perform all duties assigned to the post of Head Official: Provincial Treasury; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms Louise Esterhuysen Tel No: (+27 21) 483 5856

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 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

: 29 September 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 POST

- POST 32/319** : **DEPUTY DIRECTOR: SCM POLICY, PLANNING & PERFORMANCE MANAGEMENT REF NO: 245**
Directorate: Procurement Management
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE REQUIREMENTS** : Head Office, Cape Town.
A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 3-5 years practical experience in a supply chain environment plus Valid Driving Licence and have at least 3 years proven managerial and/or supervisory experience. Recommendation: This is a middle management position that requires an individual with good people management skills to manage large teams with experience in working in large departments and/or organisations. Knowledge of SCM Practices, processes and procedures, Knowledge of HR management practices, PFMA, BBBEE Act, Preferential Procurement and Financial legislation, Knowledge of BAS, LOGIS or similar transversal procurement systems and an electronic quotation system (EPS). Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills, negotiation and conflict management skills, Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets; prioritize and organize work whilst functioning under pressure to handle high volumes and meet strict deadlines; disciplined, orderly, systematic; effective communication good interpersonal relationships.
- DUTIES** : Exercise control over the sub-directorate SCM Policy, Planning and Performance Management and Logistical Services. Ensure the effective monitoring and compliance of the supply chain management prescripts and legislative framework. Ability to draft the applicable supply chain policies in line with the requirements of National and Provincial Treasuries. Ensure that the departmental Accounting Officer's System is updated as and when required. Manage the Demand Management functions and have the ability to establish and manage Demand Management Plan, Systems and Controls. Drafting and verification of the departmental Procurement Plan and facilitate the approval thereof. Conduct Market Research Analysis, analyse historical procurement data and establish best practices/sourcing strategies for the procurement of goods and services. Manage the administration of Requisitions received and Reporting databases. Manage the performance management and SCM compliance monitoring assessments. Ensure that all the compliance reporting requirements are adhered to and submitted in accordance with the dates as determined by the National and Provincial Treasury. Ensure the dissemination of all supply chain related prescripts. Manage the capacity building and training needs of SCM officials. Manage the performance of employees in accordance with PERMIS requirements. Manage the SCM Performance Management section and ensure compliance to the requirements of the Internal audit process and findings, the AGSA findings, Internal Control monitoring and compliance monitoring and evaluation of SCM processes. Appointment as Chairperson of the Head Office Quotation Committee.
- ENQUIRIES** : Ms R De Bruyn Tel No: (021) 467 2821