

**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 40/158 : **DEPUTY DIRECTOR: COMMUNICATIONS**
Directorate: Communications

SALARY : R 811 560 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: An appropriate three-year National Diploma/Degree in Marketing/Communication/Public Relations / Advertising. Experience: Appropriate (mid to senior level) experience in communication/ and or marketing environment. Appropriate experience in reputation management through educational campaigns for a large organisation, incorporating all aspects of campaign elements. Appropriate experience with regard to culture change and change management. Inherent requirement of the job: Valid driver's licence. Competences (knowledge/skills): Ability to think strategically, recommend and implement ideas. Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision. Ability to handle matters of a confidential nature. Computer literacy (MS Excel, Word, PowerPoint, Outlook and social media).

DUTIES : Coordinate and facilitate the design and implementation of the communication plans, programmes and campaigns. Client management. Identify and maximise opportunities to enhance the transversal departmental reputation across internal and external stakeholders. Building the brand and reputation via public relations and issues monitoring through media liaison. Supervisory functions.

ENQUIRIES : Ms M Champion Tel No: (021) 483- 3245

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 : 24 November 2023

POST 40/159 : **ENGINEER PRODUCTION: GRADE A TO C**
Directorate: Infrastructure Planning

SALARY : Grade A: R795 147 per annum
Grade B: R 894 042 per annum
Grade C: R1 020 087 per annum
(A portion of the package can be structured according to the individual's personal needs) (Salary within the range will depend on years of experience in post and professional registration)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: University degree in Civil Engineering (B Eng/BSc and 3 years appropriate/recognisable post qualification engineering experienced required. 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 appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). **Grade B:** At least 14 years 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: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate

qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings and associated civil and structural infrastructure. Proven experience with feasibility studies in terms of life cycle costing of civil engineering 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.

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 civil engineering installations, undertake design work and implement corrective measures, where necessary. Oversee implementation (design and construction) and commissioning of civil engineering installations. Assist in site investigations and preparation of User Asset Management Plans. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr G Nevin, email: Graham.Nevin@westerncape.gov.za

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

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

CLOSING DATE : 24 November 2023

POST 40/160 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MENTAL HEALTH)**
Chief Directorate: Metro Health Services

SALARY : R627 474 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration as a Professional Nurse with the South African Nursing Council (SANC). A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Inherent requirements of the job: Will be required to work shifts (day and night), weekends and public holidays. Will be required to do after hour hospital cover. Valid driver's licence. Competencies knowledge/skills: Basic computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to nursing practices, Health Care and Quality Improvement within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as the Operational Manager in the Mental Health setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functioning of the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224

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 could be subjected to practical test.

CLOSING DATE : 24 November 2023

POST 40/161 : **MEDICAL PHYSICIST: GRADE 1 TO 3 (5/8TH POST)**

SALARY : Grade 1: R459 258 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 2: R518 544 per annum Grade 3: R591 537 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic radiology and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.</p>
<u>DUTIES</u>	<p>Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms N Joubert Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>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 with their job application/on appointment. This concession is only applicable on health professionals whom 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)".</p>
<u>CLOSING DATE</u>	<p>24 November 2023</p>
<u>POST 40/162</u>	<p><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	<p>Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum</p>
<u>CENTRE</u>	<p>District Six CDC (X1 Post) Du Noon CHC (X1 Post)</p>
<u>REQUIREMENTS</u>	<p>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 duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to assist in the subdistrict</p>

		when necessary. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.
<u>DUTIES</u>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems. Provide support and capacity development to PHC personnel, students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
<u>ENQUIRIES</u>	:	Ms N Diedericks Tel No: (021) 833-5405, (District 6) / Mr R Christoffels, Tel No: (021)200 4501 (DuNoon)
<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. 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>	:	24 November 2023
<u>POST 40/163</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PLANNING AND COMMISSIONING UNIT (PCU) CO-ORDINATOR)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma / Degree. Experience: Appropriate project or contract and theoretical management experience. Appropriate recognised/company, contract or project management experience. Inherent requirements of the job: Ability to work under pressure and available after-hours, when necessary. Sufficiently physically fit and healthy and able to walk long distances in the confines of the building and various project sites. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good presentation skills. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space.
<u>DUTIES</u>	:	Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space. Manage the Allocation, Audits, Architectural briefs, planning of space within the hospital Management of contracts (monitoring and evaluation) and Lease Administration. Assist with the drawing up of Memorandum of understandings and liaison with Property management and various other stakeholders as well as assist with the management of residences and halls.
<u>ENQUIRIES</u>	:	Mr V Rossouw Tel No: (021) 404-6316
<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>	:	24 November 2023
<u>POST 40/164</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a hospital environment. Appropriate experience as a support clerk a Nursing Managers Office. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word and Excel. Good Planning and organisational skills. Knowledge about and practical experience in NIMS (Nursing Information Management Systems). Good interpersonal skills and the ability to maintain professional relationships with clients and external service providers.

DUTIES : Effectively renders an administrative support service to the DMN. Provides secretarial support to the Deputy Manager Nursing (DMN). Rendering administrative support with regard to nursing Information Management Systems, verification of Sunday, Overtime and Night Duty Allowances. Effective and efficient utilization of all resources. Effective and efficient support to the Nursing Service Managers. Ensure and maintain professional relationships with Staff, internal and external service providers.

ENQUIRIES : Ms Q Dlwati Tel No: (021) 508-74015/E-mail address: Qamka.Dlwati@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.

CLOSING DATE : 24 November 2023

POST 40/165 : **LINEN STORES ASSISTANT: (SUPPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum

CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform

REQUIREMENTS : Basic literacy and numeracy skills. Experience: Appropriate experience of handling linen within a health environment. Inherent requirement of the job: Must be physically fit. Competencies (knowledge/skills): Must be able to count accurate.

DUTIES : Handling of clean, soiled, infectious, infected, fouled linen. Receiving and packing of clean linen for departments of the Institution. Mending and condemning of linen. Stock counting of linen in all departments. Support to Supervisor.

ENQUIRIES : Mr Z. Karoodien Tel No: (021) 937-3015

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

NOTE : Shortlisted applicants will be subjected to practical test. No payments of any kind are required when applying for this post.

CLOSING DATE : 24 November 2023

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 20 November 2023

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 40/166 : **CHIEF QUANTITY SURVEYOR: EDUCATION INFRASTRUCTURE, REF NO. DOI 127/2023**

SALARY : Grade A: R990 747 per annum, all-inclusive salary package, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate B-Degree in Quantity Survey or relevant qualification; A minimum of 6 years post qualification Quantity Surveying experience required; Compulsory registration with South African Council of Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health and Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme/project management, research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881

POST 40/167 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO. DOI 129/2023**

SALARY : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code

B driving licence. Competencies: Knowledge of the following: Design of Education Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation – PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement; Skills needed: Written and verbal communication; Research and development; Technical report writing; Good interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure.

DUTIES

: Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Ms T Potgieter at (021) 483 4881

POST 40/168

: **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 137/2023**
(12 Month Contract)

SALARY CENTRE REQUIREMENTS

: Grade A: R687 879 - R739 509 per annum, (OSD as prescribed).
: Department of Infrastructure, Western Cape Government
: An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Knowledge of the following: Application of relevant legislation; Contract Administration; Programme and Project Management; Formulation of policies in a multi-disciplinary professional environment; Financial Management; Research and planning; Public service procedures; Skills needed: Interpret and apply relevant policies and procedures; Problem-solving; Sound Budgeting; Facilitation; Presentation.

DUTIES : Influence forward planning through the IDP and sectoral plans; Render technical support in project planning for the district area; Undertake transversal planning for region; Management of staff.
ENQUIRIES : Mr D Alli Tel No: (021) 483 4145

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 20 November 2023

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 40/169 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (KRAAIFONTEIN AND KHAYELITSHA) REF NO: DSD 127/2023**

SALARY : R432 348 - R500 715 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms M Harris Tel No: (021) 001 2145

POST 40/170 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BREEDERIVER) REF NO: DSD 128/2023**

SALARY : R432 348 - R500 715 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic,

		assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms MM Arendse Tel No: (023) 348 5300
<u>POST 40/171</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (DRAKENSTEIN) REF NO: DSD 130/2023</u>
<u>SALARY</u>	:	R432 348 - R500 715 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms M Arendse Tel No: (023) 348 5300
<u>POST 40/172</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (SWARTLAND AND ATLANTIS) REF NO: DSD 129/2023</u>
<u>SALARY</u>	:	Grade 1: R294 411 – R338 712 per annum (OSD as prescribed) Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 – R674 325 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30

years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms I Koen Tel No: (021) 840 3500

POST 40/173 : **NURSING ASSISTANT: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 67/2022 R1**

SALARY : Grade 1: R157 761 - R175 728 per annum, (OSD as prescribed)
Grade 2: R184 026 - R205 281 per annum, (OSD as prescribed)
Grade 3: R216 876 - R264 948 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.

DUTIES : Assist patients with the following activities: Daily living (physical care); Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms S Smith Tel No: (021) 940 8962