

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 02 December 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 41/134 : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: CAS 57/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 4-year relevant post school qualification LLB with 2 years articles; A minimum of 3 years' experience in the legal environment. Recommendation: Experience in the following: Administrative law; Working in government; Training in heritage related disciplines; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Human Resource Management; Legal; Management of Finances in line with PFMA; Project Management; Skills: Communication (written and verbal); Computer Literacy; Planning & Organising; Analytical thinking; Conflict resolution.

DUTIES : Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.

ENQUIRIES APPLICATIONS : Ms P Meyer Tel No: (021) 483 9691
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/135 : **ARCHIVIST: APPRAISAL AND CLASSIFICATION SYSTEMS REF NO: CAS 45/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Archival studies or with history as a main subject; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and understanding of the following: Public sector processes, report writing, facilitation skills, interpersonal relations skills, certificates in records management courses offered by the Records Management and Archives Services. Competencies: Knowledge of the following: Records management principles and practices; Relevant legislation; Public service; Project Management; Financial and Statistical Analysis; Legal administration; Skills needed: Proven computer literacy; Written and verbal communication; Organising and research; Ability to work independently and as part of a team.

DUTIES : Conduct appraisal of records for disposal purposes; Monitor compliance with clearance of records; Provide professional support and advice to stakeholders; Design, evaluate, implement and maintain records classification systems; Skills development and administration.

ENQUIRIES : Mr M Mazibuko Tel No: (021) 483 0402

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

POST 41/136 : **LIBRARIAN (WORCESTER) REF NO: CAS 48/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences. Recommendation: Relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Collection Development; Library and Information science; Prescripts and legislation; Library Procedures and Processes; Skills needed: Proven computer literacy; Written and verbal communication; Planning; Decision making; Conflict management; Finance and audit; Facilitation; Creative thinking; Problem solving; Staff management; Ability to work independently and as part of a team.

DUTIES : Collection Development; Provide professional advice and support to public libraries; Oversee the implementation and management of the Library Information System; Market and promote library services; Perform administrative and supervisory functions.

ENQUIRIES : Ms Y Herbst Tel No: (023) 342 5053
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/137 : **ADMINISTRATIVE OFFICER: OPERATIONAL SUPPORT REF NO: CAS 50/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Basic Accounting System and Logis; Supply Chain Management and the Public Finance Management Act; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and statistical analysis; Legal Administration.

DUTIES : Contribute to the strategic planning and direction of the department by means of finance and/or asset management input both strategic and operational; Implement all financial aspects of the operational plan; Human resource mentoring and coaching of other staff; Procurement of Assets; Manage Inventory.

ENQUIRIES : Ms M Petersen Tel No: (021) 483 9651
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/138 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: CAS 51/2024**

3-Year Contract Position

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence. Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation, education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written

and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.

DUTIES : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Assist with the setting-up of indigenous games structures within local and district municipalities; Assist with the establishment of indigenous games league matches; Coordinate and implement compliance; People management.

ENQUIRIES : Ms M Roberts Tel No:(021) 483 9712

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

POST 41/139 : **SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: CAS 52/2024 (X3 POSITIONS AVAILABLE IN WEST COAST, CENTRAL KAROO, HEAD OFFICE)**
3-Year Contract

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation, education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.

DUTIES : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Manage the issue of governance, provide mentorship, guidance and support to staff. Coordinate relevant Sport Development Centres and its activities: Lead, coordinate, monitor and evaluate the relevant Sport Development Centres and its activities. Manage relevant Sport Development Centres and its assets: Manage and take responsibility for relevant Sport Development Centres and its assets.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530

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

POST 41/140 : **PROVINCIAL COORDINATOR: CLUB DEVELOPMENT REF NO: CAS 53/2024**
(3-Year Contract Position)

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Sport Management; A minimum of 5 years relevant experience in sport administration and supervision of staff. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National Sport and Recreation Plan; Public Finance Management Act; Sport clubs, federations, sport councils and local municipalities; Conditional Grant Framework; Planning, organising/project management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Budget management.

DUTIES : Coordination and Implementation of the Club Development Programme in the Western Cape; Coordination, monitoring and evaluation of the Club Development Programme; Management and Supervision of Staff in the Club

- Development Programme; Financial Management and Procurement Oversight.
- ENQUIRIES APPLICATIONS** : Mr R Allies Tel No: (021) 483 9780
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/141** : **SPORT PROMOTION OFFICER: SPORT PROMOTION REF NO: CAS 56/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Salary level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate experience sport federations and sport councils; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, policies, rules, and regulations; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures. Facilitate sustainable capacity development in clubs and federations. Implement sport and recreation programmes in the district. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES APPLICATIONS** : Ms C Pather Contact Tel No: (021) 483 9865
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/142** : **ADMINISTRATION CLERK: TRANSPORT SECTION REF NO: CAS 44/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience. Competencies: Knowledge and understanding of the following: Transport Circular 3 of 2019; Database Management; Skills needed: Written and verbal communication skills; Planning and organisational skills.
- DUTIES** : Administer transport and optimal utilization of vehicles; Driving duties; Maintenance of vehicles and record keeping; Following up with queries and recording/reporting incidents and discrepancies of government vehicles.
- ENQUIRIES APPLICATIONS** : Mr M Opperman Tel No:(021) 483 9719
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/143** : **REGISTRY CLERK: RECORDS REF NO: CAS 47/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in relevant systems. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate a computer; Legislative framework governing the public service; Storage and retrieval procedures; Understanding registry work; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work in a team.
- DUTIES** : Provide register counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and disposal.

ENQUIRIES : Ms M Wood Tel No: (021) 483 9614
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 41/144 : **DISTRICT COORDINATOR: CLUB DEVELOPMENT REF NO: CAS 55/2024**
(X4 POSTS AVAILABLE IN VARIOUS LOCATIONS)
3 Year Contract Positions

SALARY : R216 417 per annum (Level 05), plus 37%in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent) or higher qualification; A minimum of 3 years' experience in sport administration and club development; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Club development programme; National sport and recreation plan; Sport clubs, federations, sport councils and local municipalities; Procurement; Event/project management; Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES : Stakeholder Engagement and coordination in the club development programme; Coordination, monitoring and administration of club development reports; Regulation, facilitation and coordination of goods and services for clubs Financial management and oversight for clubs.

ENQUIRIES : Mr R Allies at Tel No: (021) 483 9780
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 41/145 : **ADMINISTRATIVE ASSISTANT (CLUB DEVELOPMENT): SPORT**
PROMOTION REF NO: CAS 54/2024
3-Year Contract Position

SALARY : R183 279 per annum (Level 04), plus 37%in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6months clerical experience. Recommendations: Experience in sport administration and club development. Competencies: A good understanding of the following: Club Development Programme; Human Resource matters; PERMIS or similar system; LOGIS or similar system; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : General administrative support; Provide comprehensive administrative support to the Club Development Programme by maintaining an organized filing system and coordinating leave forms while keeping accurate records; Staff development and Human Resource support; Facilitate effective staff development by collaborating closely with CDP staff and assisting the Provincial Coordinator in creating growth opportunities; Financial administration; Provide comprehensive financial administration and procurement support by capturing requisitions on the LOGIS system and requesting quotations; Handle correspondence and inquiries related to HR matters, draft submissions for job advertising and contract processes, and assist in interviews and meetings.

ENQUIRIES : Mr R Allies Tel No: (021) 483 9780
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 41/146 : **DRIVER WITH SECONDARY FUNCTIONS: SELECTION REGION**
(SWELLENDAM) REF NO: CAS 43/2024

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10); A minimum of 1-year relevant experience; A valid (Code 10/Code C1) or higher) driving license with a valid Professional Driving Permit (PDP). Competencies: A good understanding of the following: procedures to perform messenger duties; Maintenance of vehicles; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem solving; Ability to work independently and as part of a team; Basic computer literacy.

- DUTIES** : Driving light and medium motor vehicles; Transport passengers and packages, collect and deliver items; Do routine maintenance on the allocated vehicles; Complete all the required and prescript records and logbooks; Render a clerical/support/messenger service in the relevant office; Copy of documents; Assist in the registry.
- ENQUIRIES** : Ms L Dlambulo-Somdaka Tel No: (028) 514 3072
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/147** : **GENERAL FOREMAN: SCHOEMANSPOORT CULTURAL CENTRE REF NO: CAS 46/2024**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Junior Certificate (Grade 10); A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Repairs and cleaning to building; Basic safety precautions in hazardous chemicals and material; Maintenance and care of equipment as well as machinery; Welding, electricity and plumbing; Facilitation of events regarding venue preparation; Skills needed: Written and verbal communication; Finance, Customer care, Meeting; Ability to work independently and as part of a team.
- DUTIES** : Maintenance of the buildings; Maintenance of the grounds; Safety and security of the cultural facility; Management of staff; Render logistical support at events and meetings.
- ENQUIRIES** : Ms L Jeptha Tel No: (021) 483 9722
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/148** : **AUXILIARY SERVICE OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 49/2024**
- SALARY** : R155 148 per annum (Level 03)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an archives environment. Competencies: A good understanding of the following: Retrieval and automated storage systems; Archives environment; Archives systems and procedures; Current archival policies and legislation; Skills needed: Proven computer literacy; Written and verbal communication; Ability to move and carry heavy documents; Ability to work independently and as part of a team.
- DUTIES** : Supply of records to clients in the Reading Room, governmental bodies and staff; Processing of records and stack rooms management; Proper care and management for the safety of records; Verification of transfer for archives; Re-packing of archives in stack rooms; Boxing and re-boxing of archives; Administrative duties.
- ENQUIRIES** : Ms E le Roux Tel No: (021) 483 0405
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/149** : **GROUNDSMAN: GROOT DRAKENSTEIN CULTURAL CENTRE (SIMONDUIM) REF NO: CAS 42/2024 (X2 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and grounds and the usage of equipment; A valid code B (or higher) driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.
- DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc.); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not requires specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facility; Assist with requests from clients - (via booking of the facility).
- ENQUIRIES** : Ms L Jephtha Tel No: (021) 483 9722
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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 41/150 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ENDOCRINOLOGY)**

SALARY : Grade 1: R1 472 673 per annum
Grade 2: R1 680 780 per annum
Grade 3: R1 835 835 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Endocrinology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Endocrinology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Endocrinology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Endocrinology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Endocrinology. Competencies (knowledge/skills): Ability to effectively function as a specialist managing staff in the Internal Medicine wards, various Medical and Endocrinology clinics and operate within the Departmental organisation and rules. Dedication to patient care and to maintain professional integrity. Ability to function well within a team and the Department, effective communication with all categories of staff as well as students and active participation in under- and post-graduate teaching and training programmes. Ability to keep neat and complete records. Ability to perform relevant research.

DUTIES : Provide Patient Care at the standards required of a Specialist Physician and at the level of a specialist in Endocrinology. Teach and lecture Endocrinology to undergraduate, postgraduate students and peers and evaluation of students and peers. Participation in delegated administrative functions and the execution of these. Staying abreast of latest developments in Internal Medicine and Endocrinology. Managing of hospital and university related managerial issues as delegated by the Head of Division and/or Head of Department. Research related to Endocrinology, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty/subspecialty registration, and publishing in peer reviewed and accredited journals.

ENQUIRIES APPLICATIONS : Dr M Conradie-Smit Tel No: (021) 938-5125
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 prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable on health professionals who apply for the first time for registration as a Medical Specialist in Endocrinology with the relevant council (including individuals who must apply for change in registration status).

<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/151</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A post-graduate qualification in Health care Management/Public Health/Business Management. Experience in managing a hospital commissioning project. Capacity to function within senior clinical management & executive management teams. Capacity to internalize and implement shared organizational values & commitments. Strong leadership skills, strategy, quality management, problem solving, decision-making, operational and contingency planning, flow management, lean operations methodologies, general management; organizational, interpersonal, negotiation, facilitation, presentation and public speaking skills. Competency in Project Management, public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Human Resource Management and development, including appropriate staffing levels, skills mix, skills development, discipline and Employee Relations. Competency in Information usage/management to support decision-making, including managing appropriate indicators, target setting, and monitoring-and-evaluation. Knowledge and skills in dealing with relevant medicolegal matters. Competence to acquire new skills as required. Embodying the values of the Department of Health and Wellness.
<u>DUTIES</u>	:	Management of relevant general specialist and highly specialised Clinical Services. Effective and efficient financial management of relevant general specialist and highly specialised clinical services. Ensuring quality patient-centred service delivery via leadership of relevant Clinical FBUs (Functional Business Units). Effective and efficient Human Resource Management within relevant general specialist and highly specialised Clinical Services. Clinical and special/transversal portfolios and projects, as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Mukosi Tel No: (021) 938 4136
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/152</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A</u> Directorate: Infrastructure Programme Delivery
<u>SALARY</u>	:	R1 200 426 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town Minimum educational qualification: National Higher Diploma, B Tech, Degree, Honors Degree in a Built Environment field. Registration with a professional council: Registered as a Professional Construction Project Manager (Pr CPM) with SACPCMP. Experience: Six years post-qualification experience required. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Programme and project management. Project and professional judgement. Legal and operational compliance - relevant Built Environment and related legislation plus prescripts. Creating a high-performance culture. Strategic capability and leadership. Problem-solving and analysis. Decision making. Financial management. Customer focus and responsiveness. Communication. Computer skills (Microsoft Office). People management. Planning and organizing. Conflict management. Change

		management. Contract management – various types and forms of construction contracts, with a focus on NEC.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/best practice to keep up with new technologies, viability and feasibility of the building asset management options and innovations for the Department including interaction with relevant stakeholders and professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.
<u>ENQUIRIES</u>	:	Mr G. Graham, Email: Gavin.Graham@westerncape.gov.za
<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>	:	22 November 2024
<u>POST 41/153</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: CARDIOLOGY) (ELECTROPHYSIOLOGIST) (6/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R1 104 504 per annum Grade 2: R1 260 585 per annum Grade 3: R1 376 877 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiology (Adult). Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Cardiology (Adult). Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Cardiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Cardiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Cardiology. Inherent requirements of the job: Accreditation with CASSA (Cardiac Arrhythmia Society of South Africa). EHRA/IBHRE certification (Electrophysiology and pacing). Competencies (knowledge/skills): Certificate in Cardiology (CMSA) and MPhil
<u>DUTIES</u>	:	Theoretical knowledge, clinical and technical skills required as an electrophysiologist in Cardiology. Will be required to perform clinical service in cardiology by providing support and supervision to all components of electrophysiology service, train future electrophysiology staff and act as manager for the electrophysiology unit.
<u>ENQUIRIES</u>	:	Prof AJK Pecoraro, E-mail: pecoraro@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). (Cardio) or equivalent.
<u>NOTE</u>	:	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 prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Cardiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/154</u>	:	<u>REGISTRAR (PUBLIC HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum

(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

<u>CENTRE REQUIREMENTS</u>	:	Garden Route District Office, George
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license and willingness to drive. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills. Previous training in Public Health at Postgraduate level. Previous research experience and publications. Post-community service experience in Quality improvement, Monitoring and Evaluation or Health Services management.
<u>DUTIES</u>	:	Public Health medical service provision in the public health services. Teaching and training / supervision of under and postgraduates and running training for PGWC service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration, and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluation programmes and projects. Participate in formal training in public health disciplinary components at master's level.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Brickles Tel No: (044) 803-2703 or Dr D Pienaar at (083) 275-9333
	:	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 will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA citizens/permanent residents with a valid identity document. 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 prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii)Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/155</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE AND OVERNIGHT WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Mitchell's Plain District Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified

employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license Completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell patients.

DUTIES : Clinical management of all emergency medicine presentations to the emergency centre including neonates, children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters. Participate in research and innovation with regard to systems/publications/conference etc.

ENQUIRIES : Dr K Evans Tel No: (021) 377-4496
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 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 a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months. Candidates will be subjected to a written/practical and oral assessment

CLOSING DATE : 22 November 2024

POST 41/156 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R949 146 per annum
 Grade 2: R1 082 988 per annum
 Grade 3: R1 253 415 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as

Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

- DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES** : Dr Karl Klusmann Tel No: (023) 348-6472 / Ms Nasreen Johaar (secretary) Tel No: (023) 348-1435
- 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 22 November 2024
- POST 41/157** : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the

ability to work after-hours. Willingness to travel to drainage hospitals for outreach work. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.

DUTIES : Clinical management of all non-acute and emergency O&G presentations to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938-4638
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 competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 22 November 2024

POST 41/158 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Metro Health Services

SALARY : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in a Finance/Supply Chain Management environment. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Effective management of revenue and expenditure budget of the institution. Effective financial control for institution. Effective management of SCM processes for Hub and Spoke principled model implanted in the Sub Structure. Effective asset management for Hub and Spoke principled model implanted in the Sub Structure. Effective patient administration. Effective Information Management for data collection and reporting. Effective people management of component.

DUTIES : Ensure compliance to QC and Vetting Committee, Bid Committee and AOS. Effective warehouse management. Provide adequate service to all platforms and end users in the hospital and the facilities. Ensure regular asset count for hospital and facilities. Remain within the target set by head office for total payments paid within 30 days. Monitor all agency payments. Present expenditure reports and trends in monthly meetings. Meet revenue budget targets. Release accounts within 14 days and follow up on accounts. Ensure accuracy in capturing patient information. Ensure quality improvement plans for timeous authorization and follow up of medical aid approvals, rejections and accounts. Support to Supervisors and components, identify weaknesses in the various units and monitor progress and improvement plans. Determine training and development needs for staff within the various units.

ENQUIRIES : Mr EA Swart Tel No: (021) 377-4306
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 will be subjected to a written/ practical and oral assessment. Candidates may be subjected to a Competency Based Assessment Test. The pool of applicants will be considered for other vacant Deputy Director: Financial Manager post within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert."

<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/159</u>	:	<u>PHARMACIST GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Khayelitsha District Hospital (X1 Post) Helderberg Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES</u>	:	Ms A Martin Tel No: (021) 360-4427
<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. The pool of applicants will be considered for other vacant Pharmacist posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/oral and practical assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/160</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY PSYCHIATRY (MENTAL HEALTH UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science.

Registration with the Professions Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: Willingness to work after hours, weekends, and public holidays. Competencies (knowledge/skills): Knowledge of legal framework 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. Applicants must have the ability to work under pressure, be self-motivated, possess excellent interpersonal skills, the ability to work as part of a team and independently.

DUTIES : Effective management of the ward and rendering of a holistic comprehensive specialised nursing care within a professional and legal framework. Ensure adherence to MHCA prescripts and other legislations, nursing guidelines, practices, standards and procedures. Manage and monitor the effective utilization of human, financial and physical resources as per departmental policies. Provide effective support, development, education and research activities. Provide effective support service to the Nursing Division. Effectively maintained professional growth and ethical standards in the Psychiatric department.

ENQUIRIES : Mr W Seconds Tel No: (021) 360-4549
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. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment

CLOSING DATE : 22 November 2024

POST 41/161 : **ASSISTANT MANAGER NURSING (GENERAL: NIGHT DUTY)**
 Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work overtime should the need arise, day or night. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485
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 will be subjected to a written/practical and oral assessment. The pool of applicants

will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
22 November 2024

CLOSING DATE

:

POST 41/162

:

UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2

SALARY

:

Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE

:

Western Cape College of Nursing (Boland/Overberg, Southern Cape Karoo and Metro Campus)

REQUIREMENTS

:

Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Possess good communication (written & verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES

:

Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of undergraduate nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

ENQUIRIES

:

Dr Y Magerman Tel No: (021) 684-1202/ Dr S Mottian Tel No: (044) 813 1841 (Southern Cape/Karoo Campus) / Ms L Strauss Tel No:(023) 814 0090 (Boland/Overberg Campus)

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 will be subjected to a competency test. 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 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 a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).

CLOSING DATE

:

22 November 2024

POST 41/163

:

LECTURER: POSTGRADUATE DIPLOMA NURSING PROGRAMMES

SALARY

:

Grade 1: R451 533 per annum

<u>CENTRE</u>	:	Grade 2: R553 545 per annum Western Cape College of Nursing (based at: Metro Campus) (Directorate: Western Cape College of Nursing)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Emergency Nursing, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife and Psychiatric (where applicable). Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written and verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
<u>ENQUIRIES</u>	:	Dr Magerman Tel No: (021) 684-1202
<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. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/164</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS) (LABOR BEDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and

Midwife. A Post basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. 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 with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Willing to work shifts, day- night duty, and public holidays. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Computer literacy (MS Office).

DUTIES : Ensure quality patient care regarding the identification of Nursing care needs, the planning and implementation of nursing care plans and the education of Nursing personnel as a Professional Nurse in an Obstetric service. Render and supervise specialised clinical Nursing care and support clinical staff with surgical and medical procedures. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service. Maintain and promote professional growth/ethical standards and development of self and others.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Sciences. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/165 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

SALARY : Grade 1: R451 533 per annum
 Grade 2: R553 545 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A post-basic nursing qualification, with duration of at least 1 year, in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. Registration with professional council: Registration with the SANC as Professional Nurse and Midwifery. 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 the specific speciality after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Inherent requirements of the job: Willingness to work

shifts including weekends, public holidays and night duty. Willingness to rotate to other departments within Trauma and Emergency unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Clinical Nurse Practitioner in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in research and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Mrs T Ndungane Tel No: (021) 404-6366
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert. Short-listed candidates may be subjected to a compulsory competency test.

CLOSING DATE : 22 November 2024

POST 41/166 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CLINICAL NURSE TRAINER)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum
 Grade 2: R553 545 per annum

CENTRE : Khayelitsha District Hospital

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 Midwifery. Post-basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. 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 the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Good written and verbal communication skills. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFPF, PPFC, HCT, Post Natal care and Presentation skills desirable. Ability to function independently as well as part of a multidisciplinary team. Computer literacy essential (Ms Word, PowerPoint, Excel and Outlook). Willingness to work after hours. Appropriate and recognisable experience in training of nurses.

DUTIES : Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses Evaluate / assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.

ENQUIRIES : Ms M Bennett Tel No: (021) 360-4345
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 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 Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/167 : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R444 036 per annum
CENTRE : Harry Comay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Supply Chain and Finance Management. Appropriate management & supervisory experience. Appropriate LOGIS & BAS experience. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Sound knowledge of Finance and SCM policies, procedures, prescripts, audit compliance prescripts, Practical workable knowledge of LOGIS, BAS, AR and Clinicom. Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages. Ability to work under pressure.

DUTIES : Effectively manage supply chain, revenue, expenditure and patient administration components by developing and maintain proper systems to enhance efficiency and compliance. Ensure effective Asset Management of Harry Comay Hospital, George Sub District and Uniondale Cluster. Ensure efficiencies in Warehouse Management (Stores). Provide Health Information System leadership, guidance capacity building, mentoring and support to Health Information Staff. Effective leadership and management of staff. Support to Management and capacity development.

ENQUIRIES : Dr Z North Tel No: (044) 814-1126
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 will be subjected to a practical and competency assessment

CLOSING DATE : 22 November 2024

POST 41/168 : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or Degree. Experience: Appropriate experience and supervisory experience in a health care environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate knowledge of

the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Appropriate knowledge of Physical Security management and CCTV control room practices. Appropriate knowledge of managing space, drawing up of various documents pertaining to maintenance of buildings and property management. Computer skills (MS Office, Excel, and Word) Working knowledge of support services management or facility management.

DUTIES : Provide efficient and effective leadership and management of Support Services component and its resources. Manage facility management department of the hospital which comprises of the following areas: Security (including CCTV control room), Parking, Access control, Telephone exchange, Porters, Mortuary and Transport and Ground Services. Manage contracts under the component including security contracts. Physical infrastructure, maintenance, upgrade, and planning. Ensure relevant policy implementation and Compliance at the hospital. Supervision and support to supervisor.

ENQUIRIES : Mr B Hendricks Tel No: (021) 360-4513

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. The pool of applicants will be considered for other vacant Assistant Director: Support Services posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advertisement.

CLOSING DATE : 22 November 2024

POST 41/169 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/ Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: A minimum of appropriate work experience in a hospital or health service environment. Experience in customer care and complaints management. Inherent requirements of the job: Valid driver's licence (code B/BE). Computer literacy in the full Microsoft Office Package. Competencies (knowledge/skills): Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards.

DUTIES : Manage, evaluate, and report on all aspects of the quality assurance program. Manage, evaluate, report on, and respond to consumer input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Prepare management reports and provide statistical data. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Involve quality assurance committees, champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture change is recognized and rewarded. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints, and various other related committees to improve quality of care and service user's satisfaction. Corporate Governance, people, and financial management.

ENQUIRIES : Mr J Kruger Tel No: (021) 360 4622

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. The pool of applicants will be considered for other vacant Quality Assurance Manager

posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 22 November 2024
- POST 41/170** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R444 036 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.
- DUTIES** : Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component. Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment.
- ENQUIRIES** : Mr B Hendricks Tel No: (021) 360-4513
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 : 22 November 2024
- POST 41/171** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R444 036 per annum
CENTRE : Metro TB Centre
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Cape Metro. Willingness to work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Leadership and management skills, interpersonal skills, planning and Co-ordination skills. The ability to function independently and in a multi-disciplinary team and the ability to direct the team to ensure good people management practices. Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Computer literacy (MS Word, and Excel).
- DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration for the Metro TB Hospital Complex. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department, and ensure effective supervision of staff. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously.

		Manage Human Resource Development and the implementation of HRD policies, prescripts and the Work Skills Plans, and oversee the training of staff and wellness programmes. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Sonnie Tel No: (021) 508-7403
	:	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. The pool of applicants will be considered for other similar vacant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical, oral and competency assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/172</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to work outside normal working hours when necessary and on call roster. Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (verbal and written). Theoretical knowledge, clinical and technical skills required as a clinical technologist in Cardiology.
<u>DUTIES</u>	:	Required to perform clinical service in cardiology by providing support and supervision to all components of the cardiology clinical investigations services including: All work in the cardiac catheterization laboratory, ECG's (include Holter ECG and stress ECG), Pacemaker evaluation and programming, Device clinic, Echocardiography, Electrophysiology, participating in research projects, Outreach program which involves services in hospitals within the Tygerberg referral network.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Steyn, Tel No: (021) 938-4099
	:	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 stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Clinical Technologist: Cardiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 November 2024

- POST 41/173** : **SENIOR ADMINISTRATION OFFICER: PEOPLE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Personnel Administration experience. Appropriate PERSAL experience. Appropriate supervisory experience. Inherent requirements of the job: Valid Driver's license. Willingness to travel between institutions when required. Competencies (knowledge/skills): Ability to ensure compliance and identify irregularities in the application of human resource policies and practices. Ability to effectively convey your thoughts and communicate in a professional manner. Knowledge of the Public Service Act and various OSD's, People Management Policies, Resolutions and Agreements. Computer literacy in MS Office.
- DUTIES** : Adhere and correct application to all transversal personnel practices, policies, and procedures, including all employment practices; conditions of service and terminations, Appointments, pensions, PILIR, structuring of packages, SPMS, establishment administration, RWOEE, commuted overtime and recruitment and selection. Ensure People Management compliance and rectification of Auditor-General reports, as well as Internal Auditor reports. Manage and supervise the general HR office. Responsible for HR related statistics and the effective usage of PERSAL system. Give advice and support regarding Labour Relations to Institutional Management. Monitor and coordinate Labour Relations functions at the Institution. Facilitate training at Institution.
- ENQUIRIES** : Mr C Solomons Tel No: (021) 940-4550.
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 22 November 2024
- POST 41/174** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Overberg District
- SALARY** : R376 413 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control and the management of Asset and Liability Accounts. Appropriate Supervisory experience. Inherent requirements of the job: Valid (Code B/EB/Code C1) driver's license. Willingness to rotate within the Finance and Supply Chain Sections when required. Willingness to work after-hours when required. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS, Logis and EPS as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, EPS, Clinicom and Account Receivable). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Responsible for overall management for all Finance and Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, Warehouse Management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts. Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.
- ENQUIRIES** : Mr G Bucchianeri Tel No: (028) 814-3771
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 this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 22 November 2024

POST 41/175 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate 3-year National Degree/Diploma. Experience: Appropriate experience in labour relations. Competencies (knowledge/skills): In-depth understanding and ability to interpret of relevant legislation pertaining to labour relations. Good interpersonal, consultation, negotiation, decision-making, conflict management and presentation skills. Ability to work independently. Ability to work under pressure. Good communication (verbal and written).

DUTIES : Supervision of staff. Investigate misconduct cases and represent the employer at disciplinary hearings. Case manage disciplinary and grievance matters. Provide advice and support to management and all employees with regards to Labour Related matters. Ensure compliance in terms of Monitoring and Evaluation in relation to Labour Relations statistics and implementation of appropriate intervention. Facilitate appropriate Labour Relations training to all employees. Represent the Department at Conciliations. Facilitate the effective functioning of the IMLC.

ENQUIRIES APPLICATIONS : Ms B Gxasheka Tel No: (021) 404-2079
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 competency test.

CLOSING DATE : 22 November 2024

POST 41/176 : **SENIOR ADMINISTRATION OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R376 413 per annum
Victoria Hospital
Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development in Public Sector. Appropriate experience in PERSAL. Inherent requirement of the job: Valid driver's License (code B/EB). Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e, Word, Excel, PowerPoint and PERSAL)

DUTIES : Interpret Labour Relations and Human Resource Development and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD Training committee including representing the hospital at all Labour Relations and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all Labour Relations and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness interventions at the institution.

ENQUIRIES APPLICATIONS : Ms J Theunissen, email: Janine.Theunissen@westerncape.gov.za
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 : 22 November 2024

POST 41/177 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY CENTRE : R376 413 per annum
Khayelitsha District Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree 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 and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Knowledge of and experience in ICD-10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of RAF and other state departments. Computer Literacy ability to work with MS Excel and Web-based Programmes (medical aids).
- DUTIES** : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Supervision of staff & liaison with relevant role players in matters relating to Case management. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.
- ENQUIRIES** : Mr N Sitonga Tel No: (021) 360-4734, email: Ntsikelelo.Sitonga@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. The pool of applicants will be considered for other vacant Case Manager post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical/oral assessment and competency test
- CLOSING DATE** : 22 November 2024
- POST 41/178** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
: Head Office, Cape Town, (Bellville Engineering Workshop)
: Minimum educational qualification: Appropriate 3 year National (Diploma or Degree). Experience: Appropriate Supervisory Experience in Acquisition and Procurement, Asset Management, Stores, Contract Management (SCM), Expenditure Management, Assets and Liabilities (Finance), Transport and People Management. Inherent requirement of the job: Code 8 driver's licence (EB). Competencies (knowledge/skills): Knowledge of the PFMA, as well as Treasury Directives and Legislation pertaining to Supply Chain Management, Transport and Finance. Knowledge and experience of LOGIS and BAS system. Knowledge and experience in SCM, Finance and Transport, Good communication skills. Computer literacy (MS Word, Excel, Power Point).
- DUTIES** : Management of Supply Chain Functions, Finance Functions, and Transport Functions. Management of Stores. Financial Data Management. Human Resource Management. Supervision of Personnel. Reporting, SCM, Finance, Transport.
- ENQUIRIES** : Ms P Dyakophu Tel No: (021) 918-1474
- 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** : 22 November 2024
- POST 41/179** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum

- CENTRE REQUIREMENTS** :
- Khayelitsha District Hospital
- Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in data processing, data quality checking and data analysis. Appropriate experience in report writing and compiling data in different formats. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like, SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written English) skills. Presentation Skills.
- DUTIES** :
- Assist with the operational planning and project management within the component Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc according to NDOH and Provincial requirements. Monitor and evaluate compliance to Information Management processes, policies and systems. Provide health management reports and data quality reports. Liaise with and provide support and feedback (written and verbal) reports to health data providers verifying, validating and maintain accurate health data. Respond to ad hoc data queries and requests. Submit complete data timeously to the Department. Ensure good quality data, compliance and adherence to legislative target dates. Monthly Presentation of Data to Management Conduct data audits throughout the data trail. Test and report on new or enhanced information systems. Act as system controller for ECCR, Clinicom and ECM Oversee of all ward clerks.
- ENQUIRIES APPLICATIONS** :
- Mr N Sitonga Tel No: (021) 360-4734
- 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. The pool of applicants will be considered for other similar vacant post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** :
- 22 November 2024
- POST 41/180** :
- INDUSTRIAL TECHNICIAN PRODUCTION (GENERAL ENGINEERING)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** :
- R308 154 per annum
- Khayelitsha District Hospital
- Minimum educational qualification: National Diploma in Engineering (T- N- or S – Stream) in Electronics, Mechanics or registered with the Engineering Council of SOUTH Africa (ECSA) as a professional Technician. Experience: Appropriate experience in the repair and maintenance of medical equipment. Inherent requirement of the job: A valid (code B/EB) driver license and willing to work afterhours/overtime. Competencies (knowledge/skills): The ability to perform, manage and supervise the repair of Health Technology equipment in a hospital environment. Excellent fault-finding abilities on electronic equipment and be able to trace faults down to component level on PC Boards. Ability to compile technical specifications for HT equipment. Computer literate and the ability to manage, plan and organise and working in a team.
- DUTIES** :
- Manage and carry out maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. General administrative duties as required i.e. Write reports, specifications and record keeping of departmental activities. Manage service contracts and maintenance projects. Ensure compliance with the Occupational Health and Safety Act. Candidate must attend meetings and be able to communicate effectively with clinical and other personnel as well as private sector employees.
- ENQUIRIES APPLICATIONS** :
- Mr B Hendricks Tel No: (021) 360-4513
- 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. The pool of applicants will be considered for similar vacant posts within the Chief Director:

MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
22 November 2024

CLOSING DATE

POST 41/181

ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT
Cape Winelands District

SALARY CENTRE REQUIREMENTS

R308 154 per annum
Drakenstein Sub-district
Minimum educational qualification: 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 (KRA's) of the post. Experience: Appropriate experience in LOGIS and BAS. Appropriate experience in Supply Chain Management (SCM) and Finance processes. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Extensive knowledge of systems: LOGIS, BAS, Electronic Procurement Solution (EPS), Central Supplier Database (CSD) and Supplier Evidence Bank (SEB). Extensive knowledge of the public Finance Management Act (PFMA), National, Provincial Treasury Regulations, and the Accounting Officer's System of the Department of Health. Excellent managerial, leadership and good organising and communicating skills and computer literacy (Ms Word, Excel, PowerPoint).

DUTIES

Management and effective co-ordination of SCM and Finance. Accurate and timeous reporting as per requirements e.g. CMI, AFS/IFS/BSC, BMI (budgets), expenditure. Perform all administrative duties related to Supply Chain Management and Finance. Execute compliance control related to Supply Chain Management and Finance. Handle audit queries regarding payments, commitments, accruals and leases. Effective and efficient management of the Human Resources in the Finance and SCM component and manage staff performance of sub-ordinates.

ENQUIRIES APPLICATIONS

Ms S Theron Tel No: (021) 877-6400
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert."

CLOSING DATE

22 November 2024

POST 41/182

ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS

R308 154 per annum
Mitchell's Plain District Hospital
Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel Administration (i.e. Salary administration, Service Conditions, Personnel Management and Recruitment and Selection. Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of People Management legislation and policies with the ability to understand and provide advice on policies. Abilities to function effectively within a team environment with or without supervision. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and PERSAL).

DUTIES

Manage all Human Resource related functions within the HR Department in conjunction with the Senior Administrative Officer. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section. Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. Approve PERSAL transactions. Train and develop sub-ordinates as well as assist with training of all occupational groups at the institution regarding HR matters. Ensure effective administration/implementation of appointments, service termination, salary administration, PILLIR, RWOEE, WCA and general service conditions. Auditing of leave and personnel files, debt management, pension administration and management of pay sheets and commuted overtime. Assist with the updating of various PM databases. Maintain an effective and efficient Recruitment and Selection service.

ENQUIRIES

Ms CC Johnson Tel No: (021) 377-4499

<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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/183</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Forensic Pathology Services, Head Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a LOGIS /Finance environment. Inherent requirements of the job: Valid code B/EB drivers' licence. Above average in Computer and software literacy (MS Office). Ability to communicate clearly and discreetly in person and in writing. Knowledge of BAS. Competencies (knowledge/skills): Ability to work independently. Ability to accurately analyse data (numbers). Good interpersonal and organisational skills.
<u>DUTIES</u>	:	Effective and efficient processing of payments. Management of asset & liability accounts. Effective and efficient management of debt. Effective and efficient management of revenue. Effective and efficient supervision of staff.
<u>ENQUIRIES</u>	:	Mr J Small Tel No: (021) 928- 1520
<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 candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/184</u>	:	<u>PEST CONTROL SUPERVISOR</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). National Certificate in Pest Control. Experience: Appropriate experience in Industrial Pest Control Environment, Housekeeping, Contract Management, and personnel/office management. Inherent requirements of the job: Willing to perform standby duties and work irregular hours. Registration with Department of Agriculture. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and PowerPoint). Sound knowledge and understanding of Pest Control protocols and application of pesticide. Excellent report writing skills and the ability to motivate and train staff.
<u>DUTIES</u>	:	To deliver a high quality of pest control service within allotted time frames. To Implement effective preventive pest control measures throughout the entire estate. To maintain strong stakeholder engagement regarding pest control to ensure a safe and hygienic environment for patients. Manage and oversee Environmental Hygiene Services and Contract Management i.e. Cleaning, Waste management and any other adhoc contract services. Effective and efficient Human Resource Management e.g. recruitment and selection process, performance management system, leave management, disciplinary procedures, grievance procedures, project management, training and development of staff.
<u>ENQUIRIES</u>	:	Mr E Cassiem Tel No: (021) 404-3237
<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>	:	22 November 2024
<u>POST 41/185</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Beaufort-West Hospital

<u>REQUIREMENTS</u>	:	Minimum educational requirement: 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. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Ms L Joenaal Tel No: (023) 414-8200
<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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/186</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Beaufort-West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational requirement: 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. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other

		stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Ms L Joenaal Tel No: (023) 414-8200
<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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/187</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends and relief in other departments. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care Knowledge of the Nursing Act and relevant Regulations. Supervisory skills and optimal utilisation of sub-ordinates.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Coordinate, supervise and evaluate the duties of household aids.
<u>ENQUIRIES</u>	:	Mr NL Mahashe Tel No: (023) 348-1311
<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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	22 November 2024

<u>POST 41/188</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist's Assistant (Post Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid Driver's License (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Experience in JAC/computerized pharmaceutical system. Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Moosa Tel No: (021) 816-8551 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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other similar vacant Pharmacy assistants Post basic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/189</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R235 329 per annum Grade 2: R274 848 per annum Grade 3: R321 741 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Good communication skills (verbal and written). Theoretical knowledge, clinical and technical skills required as a clinical technologist in Cardiology.

DUTIES : Required to perform clinical service in cardiology by providing support and supervision to all components of the cardiology clinical investigations services including: All work in the cardiac catheterization laboratory, ECG's (include Holter ECG and stress ECG), Pacemaker evaluation and programming, Device clinic, Echocardiography, Electrophysiology, participating in research projects.

ENQUIRIES APPLICATIONS : Mr J Steyn Tel No: (021) 938-4099
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Clinical Technologist: Cardiology with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 22 November 2024

POST 41/190 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Perform standby duties and work overtime when required. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.

DUTIES : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

ENQUIRIES APPLICATIONS : Mr K Mgcodo Tel No: (021) 404-6251
: 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 : 22 November 2024

POST 41/191 : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES AND PATIENT ADMINISTRATION)**
Garden Route District

SALARY : R216 417 per annum

CENTRE REQUIREMENTS : Alan Blyth Hospital, Garden Route and Central Karoo Districts
 : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees and/or Patient Administration related environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. Good system management skills (Clinicom, AR, BAS and JAC). Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills.

DUTIES : Assist with Hospital Fees, Patient Administration and Medical Records Division, Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to District Office and Head Office on Hospital Fees/Revenue related transactions with regard to- In Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Render administrative support service to management, colleagues and other institutions. Effective filing and archiving of documents for future use and audit purposes.

ENQUIRIES APPLICATIONS : Mr R Mars Tel No: (044) 203-7247
 : 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 : 22 November 2024

POST 41/192 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity and the procurement of equipment, provisioning of goods and services. Appropriate experience that focuses on the Key Performance Areas of the post. Competencies (knowledge/skills): Knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders & contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel & Outlook). Knowledge and skills of Syspro / Logis Procurement System, Electronic Procurement System(ePS), Western Cape Supplier Evidence Bank. Experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro.

DUTIES : Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals / Quotations, making supplier recommendations, correct placing of orders according to SCM policies and correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management. Effective communication and overall responsiveness. Provide support to colleagues and supervisors (internal and external). File source documents. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephonic and written enquiries from suppliers (companies) and user departments.

ENQUIRIES APPLICATIONS : Mr E Sampson Tel No: (021) 938-5172
 : 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 competency test
CLOSING DATE : 22 November 2024

POST 41/193 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Overberg District

SALARY : R216 417 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Warehousing on a computerised system. Inherent requirements of the job: Valid (Code B/EB, Code C1) driver's license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS system, Warehouse Management functions. Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Perform relief duties as well as support to supervisor as required.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 814-3771
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 this post. Candidates may be subjected to a practical test.

CLOSING DATE : 22 November 2024

POST 41/194 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions. Appropriate medical records experience in a health environment. Appropriate experience in the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays, and work overtime on short notice). Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.

DUTIES : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Admit patients. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.

ENQUIRIES : Mr M Davids Tel No: (021) 810-6678
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. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 22 November 2024

- POST 41/195** : **ADMINISTRATION CLERK: SCM (WAREHOUSE)**
Chief Directorate: Rural Health Services
- SALARY** : R216 417 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain environment. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS System and functional experience in obtaining quotations on an electronic purchasing system (ePS). Computer literacy (MS Excel and Word).
- DUTIES** : Ensure Correctness of stock received in warehouse (quantity, quality, expiry dates and according to specs). Issuing of stock to end-users with correct totals issued & recording on bin-cards as well as applying FIFO & FEFO principles. Responsible for regular spot-checks & stock counting. Responsible for effective Stock management, correct minimum & maximum levels, report stock not moving. Ensure safeguarding of stock, OHS & Fire compliance. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries to & from suppliers and End Users. Willingness to rotate within Supply Chain Section and relieve colleagues.
- ENQUIRIES** : Ms I Geswind Tel No: (023) 348-1252
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 22 November 2024
- POST 41/196** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
CENTRE : Symphony Way CDC (Northern Tygerberg Sub-structure)
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in office management and administration in a health environment. Competencies (knowledge/skills): Practical computer literacy, especially in the Windows programmes (MS Word, Excel, and Outlook) A pleasant and professional telephone manner and good human relations. Ability to work under pressure. Excellent time management and organizational skills.
- DUTIES** : General administrative duties e.g., Telephone messaging, minute taking, preparation of documentation, maintain diaries and appointments. Assist Facility Manager, Supervisor, and staff with People management matters e.g., Appointments, service terminations, transfers, pension administration, leave administration, housing, distribution of pay slips. Effective meeting management (minute taking and logistical arrangements) Maintain registers for statutory registrations (SANC, HPCSA). Presenting of information on request & distributing of documentation. Delivering of documents with due dates and managing of conference/boardrooms rooms.
- ENQUIRIES** : Ms G Naude Tel No: (021) 204-9462
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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 22 November 2024
- POST 41/197** : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District
- SALARY** : R216 417 per annum

CENTRE REQUIREMENTS : Barrydale Clinic, Swellendam Sub-district
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate administration experience in a hospital or Clinic environment. Appropriate experience in the PHCIS system. Inherent requirements of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Valid driver's licence (Code B/EB/C1). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Must be able to work on Primary Health Care Information System. Ability to work a in Clinic Environment.

DUTIES : Admission of patients maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Collate patient statistics and reconciliation with Para-medical department records. Manage, order and maintaining of stock levels and equipment. Effective support to supervisor and colleagues.

ENQUIRIES APPLICATIONS : Ms G Van der Westhuizen Tel No: (028) 514-8400
 : 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 will be subjected to a competency test

CLOSING DATE : 22 November 2024

POST 41/198 : **ADMINISTRATION CLERK: WARDS (OVERNIGHT WARD)**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
 : Mitchell's Plain District Hospital
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate experience working in a hospital environment. Appropriate experience in office administration and patient ward administrative functions. Appropriate experience in CLINICOM, LOGIS and Electronic Content Management. Inherent requirements of the job: Willingness to rotate between wards based on operational needs. Willingness to work shifts including night duty, weekends and public holidays. Willingness to work overtime as requested. Competencies (knowledge/skills): Good Computer skills (MS Word, Excel, Power point, Outlook). Strong organizational skills.

DUTIES : Perform ward administration and support duties including faxing, copying, filing, minute taking and dealing with telephone inquiries. CLINICOM functions admit, discharge transfer patience etc. Effective and efficient patient administration process patient documents, forms, folders and information management – administration and data capturing. Resource management ordering and stock taking as delegated, control of stock and assist OPM with the requisition of store stock/ buy outs. Quality assurance and improvement – Professional interaction both internal and external.

ENQUIRIES APPLICATIONS : Mr R Geswindt Tel No: (021) 377-4410
 : 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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/199 : **ADMINISTRATION CLERK: HRD (EMPLOYEE DEVELOPMENT AND EMPLOYEE RELATIONS)**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
 : Karl Bremer Hospital
 : Minimum educational qualification: National Senior Certificate or equivalent.
 : Experience: Appropriate administrative experience in a Training & Development & Labour Relations environment. Competencies (knowledge/skills): Good communication skills, both verbal and written. Working knowledge of PERSAL. Knowledge of and application of applicable human resource policies. Computer skills (MS Office, Excel and Word). Ability to work independently.

- DUTIES** : Implementation of HR policy/prescripts. Effective Administrative Support in People Development by assisting with the development, implementation; evaluation of a Workplace Skills Programme, maintaining data base of training interventions and coordination of Induction Training. Effective Administrative Support in Employee Relations w r t grievances; disciplinary cases and maintenance of relevant databases. Monthly reporting on statistics in Employee Relations and People Development. Rendering of an administrative support function i. e secretariat service to the PD&T. Committee as well as the Institutional Management and Labour Committee (IMLC), preparation of distribution of agendas. minutes, minute keeping and logistical arrangements.
- ENQUIRIES** : Mr A Horak Tel No: (021) 834-5884
- 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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 22 November 2024
- POST 41/200** : **STAFF NURSE GRADE 1 TO 3 (X7 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Mitchell's Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade1:** None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline.
- DUTIES** : Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions.
- ENQUIRIES** : Mr R Geswindt Tel No: (021) 377-4410
- 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 22 November 2024
- POST 41/201** : **ARTISAN ASSISTANT: REFRIGERATION/AIR CONDITIONING**
Directorate: Engineering and Technical Support Services
- SALARY** : R183 279 per annum
- CENTRE** : Head Office, Cape Town, (Bellville Mobile Workshop)

- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate/recognisable experience in refrigeration and Air Con and knowledge of repairs and installation of refrigeration and air-con components. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties and emergency breakdowns. Perform necessary administrative functions. Control over tools and materials. Maintain and repairs of refrigeration and air-conditioning installations and equipment at the hospital. Assist the Artisans with their duties. Adherence to the Occupational Health and Safety Act.
- ENQUIRIES** : Mr A Bingham (Chairperson) at (079) 517-2405
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 the post.
CLOSING DATE : 22 November 2024
- POST 41/202** : **TELKOM OPERATOR**
 Chief Directorate: Metro Health Services
- SALARY** : R183 249 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Inherent requirement of the job: Physically able to hear and speak clearly. Competencies (knowledge/skills): Appropriate experience and ability to operate Switchboard equipment, a messaging and paging system effectively and efficiently. Excellent listening skills and telephone etiquette. Appropriate experience of General reception (Helpdesk) duties and computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Monitor telephone accounts and distribute monthly to departments. Render a general reception and an administrative support service to patients, public, and staff.
- ENQUIRIES** : Mr G Viljoen Tel No: (021) 370-2368
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 November 2024
- POST 41/203** : **ARTISAN ASSISTANT**
 West Coast District
- SALARY** : R183 279 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub-district
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 Certificate (or equivalent). Experience: Appropriate experience in a workshop environment. Inherent requirements of the job: Willingness to work overtime when required. Ability to perform standby duties when required. Capability to perform strenuous physical labour. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other Handyman related functions. Knowledge of Occupational Health and Safety Act.
- DUTIES** : Maintenance, installation, and repair works in the building service as well as exterior works on the premises at Handyman level. Maintenance and unblocking sewer systems and minor repairs in plumbing. Maintenance,

installation, repair, modify and manufacture items, equipment, and machines in the mechanical field under supervision of an Artisan. Maintenance, repair and installations of equipment and electrical items, and repairs in the light current field. Responsible for basic administration work as well as completing job cards.

- ENQUIRIES APPLICATIONS** : Mr A Van Vuuren Tel No: (022) 709-5069
- NOTE** : Applications are submitted online via 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.
- CLOSING DATE** : 22 November 2024
- POST 41/204** : **NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R277 070 per annum
- CENTRE REQUIREMENTS** : Lentegour Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with the Health Professions Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.
- DUTIES** : Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES APPLICATIONS** : Sr ID Cupido Tel No: (021) 370-1358
- NOTE** : 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 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 November 2024
- POST 41/205** : **TRADESMAN AID (REFRIGERATION/AIR CONDITIONING)**
Directorate: Engineering and Technical Support Services
- SALARY** : R155 148 per annum
- CENTRE** : Head Office, Cape Town, (Bellville Mobile Workshop)
- REQUIREMENTS** : Minimum requirement: Grade 10 (or equivalent). Experience: Appropriate experience within the Refrigeration and Air-con field. Inherent requirements of

- the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES APPLICATIONS** : Mr L Semono Tel No: (021) 830-3770
: 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 the post.
- CLOSING DATE** : 22 November 2024
- POST 41/206** : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District
- SALARY** : R131 265 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of personnel and goods in a Health Facility set up. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Competencies (knowledge/skills): Good interpersonal skills. Take responsibility for your work, be accountable and the ability to independently. Knowledge of routine, maintenance, and inspections for defects on vehicles. Ability to read and comprehend traffic signs and road directions. Must do standby and work overtime after hours including weekends and public holidays. Physically fit and able to lift and load heavy items.
- DUTIES** : Transport of good, packages, equipment, medicine and personnel. Conduct routine vehicle inspections and report defects and ensure that routine maintenance is performed. Perform administrative duties pertaining to GG vehicles and ensure accurate and detailed completion of logbooks Effective support to supervisor and colleagues and perform ad-hoc duties when required. Effective maintenance of vehicles.
- ENQUIRIES APPLICATIONS** : Mr SR Papa Tel No: (044) 203 - 7200
: 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 do a practical test.
- CLOSING DATE** : 22 November 2024
- POST 41/207** : **FOOD SERVICES AID (X4 POSTS)**
- SALARY** : R131 265 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
- DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
- ENQUIRIES APPLICATIONS** : Ms R Keyser Tel No: (021) 938-4135
: 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** : 22 November 2024

POST 41/208 : **GROUNDSMAN (GROUNDS AND GARDENING) (X3 POSTS)**

SALARY : R131 265 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirements: Basic Literacy and numeracy (ABET Level 2). Experience: Appropriate experience. Inherent requirement of the job: Be able to operate garden machinery (lawn mowers and brush cutters). Competencies (knowledge/skills): Knowledge of gardening, including landscaping and irrigation systems. Gardening skills (tree felling, shaping foliage, identifying weeds). Good communication skills.

DUTIES : Responsible for maintenance of facility. Ensure that grounds and gardens are maintained (horticultural aspects). Effective support to the supervisor.

ENQUIRIES : Ms C Johnson Tel No: (021) 938-5327
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 required to undergo a practical test.

CLOSING DATE : 22 November 2024

POST 41/209 : **GROUNDSMAN**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R131 265 per annum
CENTRE : Forensic Pathology Service, Hermanus Laboratory
REQUIREMENTS : Minimum requirement: Basic Reading, Writing and Numerical Skills. Experience: Appropriate groundsman experience. Inherent requirements of the job: Knowledge of Occupational Health and Safety requirements. Knowledge of Garden equipment and DIY tools. Knowledge to operate and maintain fuel driven equipment. Knowledge of maintaining gardens. Basic knowledge of general hygiene practices. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to work independently. Ability to function within a team. Ability to optimally utilize allocated resources. Ability to communicate clearly and discreetly in person and in writing. Appropriate building maintenance experience.

DUTIES : Optimally render and maintain cleaning and related service pertaining to the grounds within and around the facility. Effectively and efficiently clean and maintain gardens around the facility. Effective support to the manager related to maintenance aspects. An efficient support service to the facility manager with regard to management of the Forensic Pathology Service.

ENQUIRIES : Ms K Van Der Berg, email: Karen.VanDerBerg@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. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.

CLOSING DATE : 22 November 2024

POST 41/210 : **GROUNDSMAN**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R131 265 per annum
CENTRE : Forensic Pathology Services, Head Office
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in Groundsman duties. Inherent requirements of the job: Valid Code B/ EB driver's License. Ability to communicate clearly and discreetly in person and in writing. Competencies (knowledge/skills): Consistently adheres to workplace OHS and Environmental Policies and procedures. Ability to follow procedures and instructions. Ability to work independently. Physically fit with ability to work with heavy objects. Appropriate experience in logging of calls on Engineering Portal. Knowledge of basic household consumables. Knowledge of cleaning material. Ability to distinguish household plants and weed. Knowledge of handling of garden tools and power tools. Appropriate experience in minor repairs. Appropriate experience in electrical/Fuel Garden equipment.

DUTIES : Effective Maintenance of Grounds. Effective Maintenance of equipment. Trimming and cleaning of area between the outer and inner perimeter fences. Provide support to colleagues and supervisor. Responsible for driving duties.

ENQUIRIES : Mr G Hendricks Tel No: (021) 928-1518

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. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.

CLOSING DATE : 22 November 2024

POST 41/211 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large scale, Industrial Food Service Unit in a hospital environment. Inherent requirements of the job: Incumbent must be prepared to work shifts which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Inherent requirements of the job: Incumbent must be prepared to work shifts which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.

DUTIES : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms H Cloete Tel No: (021) 503-5033

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. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/212 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale industrial food service environment. Inherent requirements of the job: Be able to work shifts, weekends, and public holidays. Be healthy and strong able to lift heavy objects and be on their feet the entire day. Ability to function in a group as well work independently and to work under pressure. Dress according to departmental specifications and adhere to hospital policy. Interpret standardized recipes, use a scale and do basic sums. Competencies (knowledge/skills): Good communication skills, ability to communicate effectively. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Knowledge of National food service guidelines Knowledge of basic cleaning and maintenance of industrial equipment Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.

DUTIES : Pre preparations and production of all normal and therapeutic diets. Weigh, dishing and distribution of patient's food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct

hygiene and safety procedures within the food service unit Follow and adhere to elementary control, measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils, and equipment. Assist with informal in-service training of new employees.

ENQUIRIES APPLICATIONS : Ms L van Rhyn Tel No: (021) 799-1243
: 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. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/213 : **HOUSEHOLD AID**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills and Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

DUTIES : General cleaning, housekeeping, and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal). Ensure effective waste management, linen control, laundry and food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES APPLICATIONS : Mr TW Ntombana Tel No: (023) 414-8200
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : The pool of applicants will be considered for similar vacant posts within the Central Karoo for a period of 3 months from date of advert.

CLOSING DATE : 22 November 2024

POST 41/214 : **GENERAL WORKER: STORES**
Cape Winelands District

SALARY : R131 265 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Experience in the stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to communicate (written and verbal).

DUTIES : Assist the Provisioning Clerk with the handling of stock and assets (including asset management). Receive and issue inventory items / assets. Deliver inventories and assets to end-users with government vehicle, rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital / clinic environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required.

ENQUIRIES APPLICATIONS : Mr JG Meiring Tel No: (023) 348-1344
: 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. The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert."

CLOSING DATE : 22 November 2024

POST 41/215 : **MESSENGER**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic Numeracy and Literacy. Experience: Appropriate messenger and registry experience. Inherent requirements of the job: Must have the ability to pick up heavy bags, filled with post and goods. Perform relieve registry clerk duties, on request from Supervisor. A valid (Code (B/EB) driver's License. Competencies (knowledge/skills): Must be a dedicated team player, innovative, self-motivated and have good memory skills. Good verbal and written communication skills. Planning, organising and client orientation skills.

DUTIES : Collecting, delivery and distribution of all files, post and correspondence to and from various departments, wards and post office. Assist with banking of state monies. Assist registry personnel, Medical Records and all other officials within the hospital. Circulate all documents, notices/memos, circulars and change list of nursing. Assist with late birth registrations and handle confidential documentation.

ENQUIRIES : Ms N Dunjwa. Tel No: (021) 918-1372
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 will be subjected to practical / written and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 22 November 2024

POST 41/216 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience in cleaning and waste management in a hospital/health environment. Inherent requirements of the job: The Physical ability to lift heavy objects. Valid driver's licence. Competencies (knowledge/skills): Good communication skills. Knowledge of collection of waste, waste handling, waste segregation and waste disposal. Knowledge of Occupational Health and Safety and Infection Control policies.

DUTIES : Provide a clean, safe and hygienic environment in terms of standards and procedures to prevent spread of infection and injuries which includes sweeping, scrubbing, mopping floors, dusting, emptying bins, and cleaning windows. Ensure effective control and management of general waste and medical waste. Ensure daily waste collections of general and medical waste using waste trolleys and GG vehicles. Ensure effective use of cleaning equipment, cleaning machinery and cleaning material in a cost-effective manner. Provide general support to the Supervisor.

ENQUIRIES : Mr Z Mtshatsheni Tel No: (021) 918-1335
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 will be subjected to practical / written assessment during the interview process. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 22 November 2024

POST 41/217 : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETIC)**
West Coast District
(Contract until 31 March 2025)
(Sessional 11 Hours P/Week)

SALARY : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour

CENTRE : Vredenburg Hospital, Saldanha Sub-district

- REQUIREMENTS** : Minimum educational qualification: Appropriate Qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Medical officer will be expected to be on standby, including weekends as per rotation schedule. Must be flexible to accommodate changes in schedule. Competencies (knowledge/skills): Full competence in administration of spinal and general Anaesthesia – particularly in the obstetric patient. Management of all potential associated emergencies and complications.
- DUTIES** : Clinical Service Provision. Record keeping. Service Management. Training and Development.
- ENQUIRIES** : Dr CG de Wet Tel No: (022) 709-7208
- 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Vredenburg Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 22 November 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 02 December 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 41/218** : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 198/2024**
- SALARY CENTRE** : Grade A: R721 476 per annum, (OSD as prescribed)
Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate B degree in Architecture or relevant qualification; A minimum of 3-years post-registration architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a professional Architect; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/219 : **ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: DOI 151/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification) in Public Relations/ Communication/ Journalism; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Communication policies and strategies(extensive); Latest trends in communication products; Media liaison; Social Media; Events Management; People Management Practices. Skills in the following: Written and verbal communication; Proven computer literacy (MS Word, Microsoft Excel, Power Point & Microsoft Outlook); Social Media Applications; Reliable & Self-motivated; Ability to work under pressure and meet deadlines.

DUTIES : Participate in daily communication with strategic communications unit and manage follow up interventions as agreed; Draft and consult departmental Communication plan (s) and protocols; Facilitate/ co-ordinate departmental functions, workshops, exhibitions, road shows and other events; Draft content of communication products in conjunction with the line functionaries and in consultation with the strategic communications unit; Liaise with line functionaries to ensure that the department's intranet and internet web pages reflect factually correct and up to date information; Operationally manage the departmental Communications Service Level Agreement with the Department of the Premier Corporate Services Centre; Participate in daily communication briefing sessions chaired by the strategic communications unit and manage follow up interventions as agreed; Management of staff, Progressive discipline, SPMS.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/220 : **ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL), REF NO: DOI 66/2024 R1**

SALARY : Grade A: R429 930 - Grace C: R654 252 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
- DUTIES** : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant boards/councils on engineering-related matters.
- ENQUIRIES APPLICATIONS** : Ms J Thomas Tel No: (021) 483 2004
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/221** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): STRUCTURES REF NO: DOI 48/2023 R2**
- SALARY** : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449079 per annum
Grade C: R472 812 - R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Structural engineering design of minor road structures (culverts); Hydrology and hydraulic design of road structures; Computer-Aided Design Software (AutoCAD or Open Roads); Frame and finite element analysis of minor structures with the aid of computer software (Prokon); Relevant road infrastructure technical manuals standards and procedures; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.
- DUTIES** : Provide technical input for road infrastructure design; Produce design deliverables (drawings, BoQ, specifications etc.) for road structures(bridges, culverts etc.) and ensure through evaluation that designs are based on sound engineering principles and according to norms and standards and code of practice; Evaluate road structure designs based on sound engineering judgment and relevant standards; Implement and adhere to existing technical manuals, standards and procedures.; Ensure training and development of candidate technicians; Liaise with relevant internal and external bodies on engineering matters.
- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 3107
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/222 : **COMMUNICATION OFFICER: GRAPHIC DESIGN REF NO: DOI 150/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Graphic Design/Communications and Media Studies or related; A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Adobe Creative Suite Creative Suite (InDesign, Photoshop and Illustrator). Competencies: Knowledge of the following: Design and Colour Theory; Adobe Creative Suite; Design studies; Design principles, techniques and tools; Exhibition techniques; Stylistic and decorative processes and techniques; Printing and reproduction processes; Competency in the dynamics of Social Awareness Communication; Marketing and Communication Theory; Proven computer literacy; Creativity and artistic ability; Time management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Creative/innovative thinking; Problem solving skills; Written and verbal communication skills.

DUTIES : Formulate design concepts for the subject to be communicated; Create, design and layout of communication products; Review final layouts and suggest improvements as needed; Accept client briefs and interpret them into visual communication products ensuring that they are brand of high standard and completed within the required timeframe.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/223 : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: DOI 153/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification) in Journalism, Public Relations, or Marketing; A minimum of 1 year relevant communication experience in related working environment/field; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willing to travel and work after hours. Competencies: Knowledge of the following: Well-developed writing and editing skills in English, Afrikaans, or Xhosa; Reputation Management; Media Liaison; Social Media; Brand Management; Skills in the following: Communication (written and verbal); Good Planning; Problem Solving; Strong interpersonal, analytical skills and problem-solving abilities; Self-motivated; Reliable; Ethical; Ability to work under pressure; Ability to work independently and operational management capability.

DUTIES : Developing and executing awareness communication campaigns; Identifying interesting and positive stories for the media; Compiling of research, co-ordination, editing and producing communication material; Production of Internal & External Newsletters; Handling of all queries from the public through official platforms; Reputation Management including Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); Above and below the line material and brand management; Assist internal clients with the production of marketing materials through Corporate Communications and Transversal communications contract; Communication with all staff involved when there is a special event; Identifying interesting and positive stories for the media.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/224 : **SENIOR ADMINISTRATIVE OFFICER: HS CONTRACT ADMINISTRATION REF NO: DOI 170/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Administration or relevant field; A minimum of 3 years working experience in an administration environment. Competencies: Knowledge of the following: National Housing Code and Public Finance Management Act. Housing subsidy System and programs; Computer literacy in Ms office package (Word, Excel, PowerPoint); Problem solving; Conflict Management; Innovative and Analytical thinking; Planning and organising skills; Database Administration skills; Excellent communication and presentation skills; Financial Management skills.
- DUTIES** : Responsible to supervise the timeous processing and flow of subsidy application; Ensure effective recording and management of received applications; Responsible for monitoring processing, and verification of captured subsidy applications and draft submission for approval for subsidy programs; Liaise with various stakeholders and resolve subsidy related enquiries in an effective manner; Compiling of letters of undertaking to various financial institutions and conveyancers on approval of subsidy.
- ENQUIRIES APPLICATIONS** : Ms. T Binase Tel No: (021) 483 3977
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/225** : **ADMINISTRATIVE OFFICER: REGIONAL ROAD MANAGEMENT (PAARL)**
REF NO: DOI 179/2024
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 1 – 2 years post matric certificate NQF 5 (equivalent or higher qualification) in Public Administration/Public Management/Office Management or similar field; A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Comprehensive Administrative Support Services, inclusive of Finance, Human Resources and Supply Chain Management. Competencies: Knowledge of the following: Finance; Human Resources Management; Supply Chain Management; Basic technical administrative knowledge of the Provincial proclaimed Road Network. Skills needed: Sound Verbal and written communication; Advanced Computer literacy – Word Excel & Power Point (MS Office); Interpersonal and organisational skills; Problem solving; Creative thinking; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.
- DUTIES** : Manage the office of the District Roads Engineer: Paarl and the Technical Management in terms of the generic functions of Finance, Human Resources and Supply Chain Management; Obtain inputs and compile progress reports, monthly and draft documents; Collate and analyse information; Undertake & co-ordinate logistical arrangements and meetings for the DRE: Paarl and Technical Management; undertake Minutes of Meetings and communicate decisions with all role players; Assist with telephonic enquiries; Archiving and retrieval of documents.
- ENQUIRIES APPLICATIONS** : Mr H Uys Tel No: (021) 863 2020
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/226** : **PROPERTY ACQUISITION OFFICER: IMMOVABLE ASSET MANAGEMENT**
REF NO: DOI 185/2024
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative experience in Property Management or similar environment. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Rendering administrative support functions to Senior Management. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service Administration; Public Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy;

Strategic Infrastructure Plan; Relevant software packages and sound application of relevant computer programmes; Human capital administration; Relevant software packages & sound application of relevant computer programmes; Written and verbal communication; Ability to draft documentation such as submissions/reports/memos; Plan administrative activities for diary of management/travel itineraries/document tracking/flow in office; Minute taking by properly recording minutes and decisions made at meetings; Financial administration; Record management system; Proven computer literacy (MS Office).

DUTIES : Acquisition of immovable properties: Liaise with client/user departments; Monitor progress of all projects; Check standard legal documents; Maintain and update the acquisition register and attend meetings pertaining to specific acquisition projects; Verify ownership of properties; Liaise with consultants; Drafting of submissions for recommendation by committees and for approval by delegated authorities; Prepare submissions; Compile contracts and submit to legal services for comments and vetting; Prepare payment advice; Follow up on registration process; Liaison with State Attorneys/Private Attorneys; Financial and Supply Chain Management.

ENQUIRIES APPLICATIONS : Ms C de Klerk Tel No: (021) 483 5248
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/227 : **ADMINISTRATION CLERK: PLANS AND REGISTRY REF NO: DOI 169/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Administration; Record management; Relevant systems; Working knowledge and experience Project support; BAS and My Content. Competencies: A good understanding of the following: Procurement procedures; Applicable legislations; Proven computer literacy (MS Excel, Word, Outlook & PowerPoint); Written and verbal communication skills; Record keeping skills; Ability to work under pressure; Ability to work independently as well as in a team.

DUTIES : Scanning of drawings. Sort and package drawings for archives and distribution; Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents; Filing/storage, tracing(electronically/manually) and retrieval of drawings; Complete index cards for all files; Handle telephonic and other enquiries received; Compiling and processing of claims and payments; Assist with the copying, filing, and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Prepare spreadsheets for statistics to produce reports; Liaising with stakeholders; Distribution and tracking of documents; Data capturing.

ENQUIRIES APPLICATIONS : Mr S Oliver Tel No: (021) 483 4816
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/228 : **ADMINISTRATION CLERK: HR AND GENERAL SUPPORT SERVICES (PAARL) REF NO: DOI 175/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge and experience in Finance, Human Resources and Supply Chain Management. Competencies: Knowledge of Finance, HR and Supply Chain Management practices; Skills needed; Proven computer literacy in MS Word and Excel; Written and verbal communication skills; Problem solving; Creative thinking; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team.

DUTIES : Support the mechanic division in respect of the following: Financial matters; Human Resources Management matters and Supply Chain Management matters; Manage defined theft and losses of the Construction Fleet Engagement with external services providers pertaining to the mechanical division.

ENQUIRIES : Ms SM Arendse Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/229 : **ACCOUNTING CLERK (COSTING): MANAGEMENT AND FINANCIAL ACCOUNTING (PAARL) REF NO: DOI 176/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant financial experience. Competencies: Knowledge of Finance and Costing; Skills needed: Communication (written and verbal); Computer literacy in MS Excel and MS Word; Interpersonal; Problem-solving; Creative thinking; Ability to work under pressure and meet deadline; Able to work independently and as part of a team.

DUTIES : Maintain the offices Integrated Maintenance Management System; Capturing of IMMS log sheets; Determining discrepancies and undertake reconciliations; Undertake journals; Report on IMMS to relevant inhouse stakeholders; Perform month-end tasks; Maintain data bases on excel; Undertake basic financial management functions.

ENQUIRIES : Ms AS Olivier Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/230 : **ADMINISTRATION CLERK: PHYSICAL RECORDS MANAGEMENT REF NO: DOI 184/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Skills in the following: Communication (written and verbal); Planning and organising; Report writing; Proven computer literacy in MS Office.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component: Provide personnel administration clerical support services within the component: Maintain a leave register for the component: Capture and update expenditure in component.

ENQUIRIES : Mr A Kruger Tel No: (021) 483 7088
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/231 : **OPERATOR (HEAVY EQUIPMENT): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 193/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate (equivalent or higher qualification); A minimum of 6 years relevant experience; A valid code EC/EC1 driving license with a professional driving permit (PDP). Recommendation: Working knowledge and experience in the following: Loading and transporting of road construction equipment; Uses of safety equipment; Basic mechanical maintenance of the transporter; Abnormal load permits; Operating minor and large construction machines; Management and Supervision of staff; Administrative related experience. Competencies: Knowledge of the following: Operating of construction related machines Planning, Organising and coordination of Transporter activities; Good planning and problem solving skills; Communication skills (verbal and written); Computer Literacy (MS Suite) and Report writing skills; Supervisory skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work in a team; Self-motivated.

DUTIES : Transportation of road construction machinery and equipment with Transporter; Ensure load on Transporter is legally compliant according to the permit and check validity of transport permit; Load and secure road construction equipment; Check Transporter for roadworthiness; Check safety equipment; Complete logs for Transporter; Clean and daily maintenance on Transporter; Test road construction equipment at workshop.

ENQUIRIES APPLICATIONS : Mr H Uys Tel No: (021) 863 2020
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/232 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 190/2024 (X2 POSTS AVAILABLE IN PAARL)**

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Recommendation: Appropriate working knowledge and experience in the following: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff. Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES APPLICATIONS : Mr H Uys Tel No: (021) 863 2020
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/233 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (BOTRIVIER) REF NO: DOI 191/2024**

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Recommendation: Appropriate working knowledge and experience in the following: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff. Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES APPLICATIONS : Mr H Uys Tel No: (021) 863 2020
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/234 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (ASHTON) REF NO: DOI 192/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Recommendation: Appropriate working knowledge and experience in the following: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff. Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/235 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (STANFORD) REF NO: DOI 186/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/236 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (WORCESTER) REF NO: DOI 187/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/237 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (KLAWER) REF NO: DOI 188/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define Road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/238 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (PIKETBERG) REF NO: DOI 189/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/239 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 183/2024 (X3 POSTS AVAILABLE IN PAARL)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed:

- Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.
- ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/240** : **ROAD WORKER SUPERVISOR (GRADER TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 194/2024**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of Grader; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of operating of construction related machines s; Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Management of Grader Team during construction and maintenance of the Proclaimed Road Network; Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
- ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/241** : **ROAD WORKER SUPERVISOR (ROAD MARKING TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 195/2024**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of the following: Road Marking Machines; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of the following: Operating of Line Marking Machines, i.e. motorized and manual as well as general construction related machines; Interpretation of basic civil drawings pertaining to Line Marking and determine quantities of goods & services; Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Management of Road Marking Team during construction and maintenance of the Proclaimed Road Network; Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
- ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/242** : **ROAD WORKER SUPERVISOR (HERBICIDE TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 196/2024**
- SALARY** : R183 279 per annum (Level 04)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of the following: Herbicide; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of the following: Operating of construction related machines; Interpretation of basic civil drawing and determine quantities of goods & services); Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Management of Herbicide Team during construction and maintenance of the Proclaimed Road Network; Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Uys Tel No: (021) 863 2020
	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 41/243</u>	:	<u>ROAD WORKER SUPERVISOR (CONCRETE TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 197/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of the following: Civil Concrete works; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of the following: Operating of concrete construction related machines; Interpretation of basic civil drawing pertaining to concrete works; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck); Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Management of Concrete Team during construction and maintenance of the Proclaimed Road Network; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck); Operating of various types of machinery and equipment; Repair and maintain roads, ground shoulder and waterways; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Uys Tel No: (021) 863 2020
	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 41/244</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO. DOI 171/2024 (VARIOUS POSTS AVAILABLE IN PAARL)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.
<u>DUTIES</u>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road

		reserves, road signs and road markings, waterways and structures as well as related activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Motai at Tel No: (023) 863 2020
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 7. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 8. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 9. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 41/245</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 172/2024 (VARIOUS POSTS AVAILABLE IN BARRYDALE)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.
<u>DUTIES</u>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Motai Tel No: (023) 863 2020
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 41/246</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 173/2024 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction,

		<p>maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.</p>
<u>DUTIES</u>	:	<p>Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr E Motai Tel No: (023) 863 2020</p> <p>To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:</p> <p>1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);</p> <p>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,</p> <p>Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<u>NOTE</u>	:	<p>Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.</p>
<u>POST 41/247</u>	:	<p><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 174/2024 (VARIOUS POSTS AVAILABLE IN BOTRIVIER)</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R155 148 per annum (Level 03)</p> <p>Department of Infrastructure, Western Cape Government</p> <p>Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.</p>
<u>DUTIES</u>	:	<p>Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr E Motai Tel No: (023) 863 2020</p> <p>To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:</p> <p>1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);</p> <p>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,</p> <p>Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<u>NOTE</u>	:	<p>Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The</p>

selection process will be guided by the EE targets of the employing department.

POST 41/248 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 180/2024 (VARIOUS POSTS AVAILABLE IN NAPIER)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr E Motai Tel No: (023) 863 2020
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 41/249 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 182/2024 (VARIOUS POSTS AVAILABLE IN BELLVILLE)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr E Motai Tel No: (023) 863 2020
: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
4. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

- Or 5. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 6. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/250** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 181/2024 (VARIOUS POSTS AVAILABLE IN CERES)**
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.
- DUTIES** : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES APPLICATIONS** : Mr E Motai Tel No: (023) 863 2020
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/251** : **STORES ASSISTANT: SCM REGION 1 (PAARL) REF NO: DOI 177/2024**
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
: Department of Infrastructure, Western Cape Government
: Grade 10 (Junior Certificate or equivalent); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the receiving and issuing of store items. Competencies: Knowledge of a Supply Chain Management Store; Written and verbal communication skills; Problem solving; Ability to work under pressure and meet deadlines; Ability to work independently and as part of a team. Reliable and honest.
- DUTIES** : Receive stock from suppliers; Issue of stock to internal users; Organising of store area; Effective file management; Keep store areas clean and neat; Lifting and moving of heavy goods; Issue of Personal Protective equipment; Undertake basic supply chain management functions in support of internal staff.
- ENQUIRIES** : Ms C Gelderbloem Tel No: (021) 863 2020

- APPLICATIONS** : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/252** : **STORES ASSISTANT: FUEL: SCM REGION 1 (PAARL) REF NO: DOI 178/2024**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the receiving and issuing of store items. Competencies: Knowledge of a Supply Chain Management Store; Written and verbal communication skills; Problem solving; Ability to work under pressure and meet deadlines; Ability to work independently and as part of a team. Reliable and honest.
- DUTIES** : Determine fuel levels; Receive stock from suppliers; Issue of stock to internal users; Organising of fuel area; Effective file management; Keep fuel areas clean and neat; Undertake basic supply chain management functions in support of internal staff.
- ENQUIRIES** : Ms C Gelderbloem Tel No: (021) 863 2020
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
4. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 5. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 6. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF THE PREMIER

MANAGEMENT ECHELON

- POST 41/253** : **DIRECTOR: RECRUITMENT AND SELECTION REF NO: DOTP 62/2024**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 7 as recognised by SAQA, An appropriate 3-year B-degree/ Advanced Diploma; A minimum of 5 years relevant experience at a middle/senior managerial level. Recommendation: Post graduate degree in Industrial / Organisational Psychology. Competencies:

Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Provide strategic guidance and advice in respect of talent sourcing, appointments and establishment control. This includes the following broad areas of service delivery: Manage the sourcing of talent (advertisements, shortlisting and interviews to appointment letters); appointments and payroll matters; Create, amend, reserve, freeze, unfreeze, release, lend, borrow and abolish posts; Create new establishments. Compile information for top management; Maintain databases for departments and handle the PERSAL-function. Administer the appointment of contract employees, including contract extensions, promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over- or under payments; Administer the appointment and payment of temporary workers; Render compensation management services; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : 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.

CLOSING DATE : 02 December 2024

OTHER POSTS

POST 41/254 : **CHIEF RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 61/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience within risk management or similar environment; A valid (Code B or higher) driving licence. Recommendation: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of

- Enterprise Risk Management (ERM) frameworks and working principles; Skills needed: Communication at an executive management level (verbal and writing); Analytical and problem solving and Strategic planning.
- DUTIES** : Policy and Strategy Development: design and review risk management policies, strategies and implementation plans. Monitor and evaluate progress against those plans; Deliver Risk Management Services: Direct, lead and influence risk identification, assessment, prioritisation, and integrate risk management practises into decision-making processes; Risk Monitoring and Reporting: Collaborate with relevant departments to ensure timely and accurate risk information is obtained. Accurately capture and maintain risk-related data in the system and generate regular reports on risk exposure, trends and mitigation efforts of Departments being serviced; Risk Governance and Compliance: Ensure that the Departments comply with all relevant regulations, industry standards and best practises. Lead risk management governance initiatives including liaising and presenting within reporting structures and committee oversight bodies such as Enterprise Risk Management Committees and Audit Committees; Team Leadership and development: Lead and manage. risk practitioners, providing mentorship and professional development opportunities. Foster a high-performance team culture that prioritize collaboration and innovation in risk management.
- ENQUIRIES APPLICATIONS** : Ms A Haq Tel No: (021) 483 8318
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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.
- CLOSING DATE** : 02 December 2024
- POST 41/255** : **ASSISTANT DIRECTOR: APPOINTMENTS AND COMPENSATION REF NO: DOTP 60/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Extensive working experience in transactional HR environment; Demonstrating a proven ability to manage large volumes effectively; substantial expertise in handling diverse aspects such as appointments, service benefits, auditing, and payroll administration; excel in managing high volumes of data, transactions, and responsibilities within tight deadlines while maintaining accuracy and compliance with regulatory requirements; A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills needed: Computer literacy; Communication (written and verbal); Ability to work independently and as part of a team; Analytical thinking; Strategic thinking; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Administer the appointment of nominated candidates on PERSAL, Administer the appointment of contract employees, including contract extensions; Perform managerial /supervisory tasks: Participation in the recruitment and selection of staff, Motivate, train and guide staff, Manages the performance, evaluation and rewarding of staff, Monitor information capacity building and Promote sound labour relations.
- ENQUIRIES** : Mrs A De Vries Tel No: (021) 483 2732

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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.
- CLOSING DATE** : 02 December 2024

PROVINCIAL TREASURY

- CLOSING DATE** : 02 December 2024
- NOTE** : 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 which 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 41/256** : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: PT 44/2024**
- SALARY CENTRE REQUIREMENTS** : R1 741 770 per annum (Level 15)
 : Provincial Treasury, Western Cape Government
 : An appropriate qualification at NQF level 8 as recognised by SAQA; A minimum of 8 years Senior Management level experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: An appropriate Master's degree in Business Administration, Economics or Future Studies; Demonstrated ability to build networks, work with diverse teams and manage people; Proven track record of citizen centric focus, working in an integrated manner to ensure evidence based decision making; Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; and demonstrated ability to design and lead public budgeting and financial management reform programmes. Competencies: Demonstrate expertise, knowledge and experience of the following: Public Financial management systems; Budget systems; Building Partnerships; and ability to communicate with a wide variety

of external and internal clients; Financial norms and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES : Line Management, advice and guidance in respect of the following functional areas will entail the following: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch; Lead the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Head Official on a regular basis on the activities of the Branch; Ensure effective budget management for the provincial government; Manage the provincial fiscal resources effectively for provincial government and secure sound and sustainable budgets and economic analysis for local government; Change Management; Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. Financial Management will entail leading the budgeting process at Branch level; Leading the Annual and Adjustment Budgets for the Branch; Assuming direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure and all other Financial Management related responsibilities; Assuming direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Oversee and actively participate in all People Management functions of the Branch.

ENQUIRIES APPLICATIONS : Head of Treasury, Ms. J Gantana Tel No: (021) 483 3604
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/257 : **DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 1 REF NO: PT 42/2024**

SALARY CENTRE REQUIREMENTS : R 1216 824 per annum (Level 13), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate qualification at NQF level 7 as recognised by SAQA, Relevant bachelor's degree (including Economics, Accounting, Public Management or Finance); 5 years proven financial management experience, at middle management level; Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of South Africa's local government system; Proven knowledge of government expenditure and financial systems; Knowledge of Human Resource Management functions; Knowledge of financial norms and standards (Municipal Finance Management Act). Recommendation: Extensive knowledge of matters relating to municipal financial management; Extensive knowledge on the operations of municipalities; Experience with developing strong intergovernmental relations. Competencies: Excellent communication skills; Excellent planning and organizational skills; Strategic capability and leadership skills; Sound budgeting skills; People management skills.

DUTIES : Monitor and report on the outcome of the municipal revenue and expenditure budgets; Establish efficiency indicators in local government spending and revenue collection and support municipalities to improve these; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Promote cooperative intergovernmental relations; People management within the directorate.

ENQUIRIES APPLICATIONS : Mr Steven Kenyon Tel No: (021) 483 0811
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 41/258 : **STRATEGIST: INSTITUTIONAL CHANGE REF NO: PT 45/2024**
(12-Month Contract)

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Salary level 12), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with

disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Research methodologies; Leading data governance or project management offices within government or large organisations; Project management methodologies and tools, with a focus on data-centric projects; WCG Provincial Strategic Plan; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public Finance Management Act (PFMA), National and PT Regulations, other financial policies, prescripts, directives, and collective agreements; Ato communicate complex technical concepts to diverse audiences and stakeholders. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; Planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

DUTIES

: Research, refine and develop institutional change policies, strategies, and frameworks; Perform project management functions with regards to the implementation of institutional change programmes and projects; Facilitate the successful implementation of the department's e-vision strategy project, by harnessing data warehouse capabilities to support informed decision-making, business intelligence (BI), and reporting; Champion the digital transformation journey through the implementation of BI Project; Communicate and report on matters pertaining to institutional change programmes.

ENQUIRIES

: Mr B Damons Tel No: (021) 483 6127

APPLICATIONS

: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/259

: **STRATEGIST: INSTITUTIONAL FUNDRAISER REF NO: PT 46/2024**
(12-Month Contract)

SALARY

: R1 003 890 per annum (Level 12), all-inclusive salary package

CENTRE

: Provincial Treasury, Western Cape Government

REQUIREMENTS

: An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices; strategy development, strategy management and strategy monitoring and review processes; public policy analysis and public policy development processes; stakeholder relations; intra- and intergovernmental relations; modern systems of governance and administration; protocol matters; research methodologies; Constitutional, legal and institutional arrangements governing the South African public sector; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; latest advances in public management theory and practice; policies of the government of the day e.g. PSP and Recovery Plan; Latest trends in public sector innovation and innovative methodologies; Project management; Transformation; Management principles; Public Service procedures; People Management processes; Financial Management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices (GAAP) and Accrual Accounting; Asset Management and Intervention Control; Financial delegation. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

DUTIES

: Research, refine and develop institutional fundraising policies and strategies by managing the development of a funding implementation strategy, policies and framework for Western Cape Government (WCG); Stakeholder relations, communication, and reporting by developing and maintaining partnerships between Western Cape Government (WCG) and institutions for funding;

Manage Programmes / Projects by supporting the economic priority sectors in the province by aligning the long-term plans with implementation frameworks to identify the gaps; Ensure efficient and effective oversight and management of all financial resources and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/260 : **ASSISTANT DIRECTOR (PUBLIC PRIVATE PARTNERSHIP ANALYST) REF NO: PT 39/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification) in Finance, Economics, Commerce or Built Environment; A minimum of 5years relevant functional experience in monitoring infrastructure projects/programmes; A valid (Code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.. Competencies: Knowledge of the following: Public service policies and procedures; Functioning of National/ Provincial as well as Local Government; Financial Management; Project Management; Written and verbal communication skills; Proven computer literacy (MS Office).

DUTIES : Conduct assessment of potential PPP infrastructure projects; Provide support in the implementation of PPP infrastructure projects; Analyses restructuring projects and feasibility studies for non-core functional services; Provide technical assistance, support and advice for PPP infrastructure projects; Monitor compliance with relevant regulations governing PPP's.

ENQUIRIES : Ms C Cloete Tel No: (021) 483 6862
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/261 : **FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA) REF NO: PT 40/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in internal audit, auditing, accounting or governance; Minimum of 3 years' experience in finance, auditing or compliance; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Analysis of financial information; Procurement processes. Competencies: Knowledge of the following: Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the COSO framework; Modern systems of governance and administration; Policy development including the monitoring and review of policies; Verbal and written communication skills, including report writing; Ability to think analytical and use data to acquire insights.

DUTIES : Research, develop and update financial governance norms and standards for departments and public entities; Monitor, evaluate and report on compliance with the Public Finance Management Act; Annual financial information analysis and evaluation of audit outcomes and the submission of reports; Maintain and implement financial governance tools and/or systems relevant for governance monitoring; Perform managerial functions.

ENQUIRIES : Mr J Facoline Tel No:(021) 483 4388
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/262 : **FINANCIAL ANALYST: PROVINCIAL ENTERPRISE RISK MANAGEMENT REF NO: PT 47/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) with risk management or internal auditing as a major subject; Minimum of 3 years

- experience in risk management or internal audit service; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: international best practice risk management frameworks; Local government procedures, processes and systems; Skills needed: Results orientation with solid process improvement; Prioritisation; Use of technology and tools; Verbal and written communications; Report writing; Ability to meet deadlines; Problem solving; Teamwork.
- DUTIES** : Facilitate the implementation of norms and standards for risk management and internal audit in municipalities; Evaluate and report on the status of risk management and internal audit in municipalities; Research, develop and update norms and standards; Provide helpdesk or training support to municipal Chief Risk Officers and Internal Audit Functions; Arrange and serve as secretariat for the Chief Risk Officers and Chief Audit Executive Forum.
- ENQUIRIES** : Ms Z Gabier Tel No: (021) 483 5094
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/263** : **ASSISTANT DIRECTOR (LOCAL GOVERNMENT REVENUE AND EXPENDITURE ANALYST) REF NO: PT 41/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting, Finance or Economics; A minimum of 3 years' experience in a financial environment. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Practical knowledge of the implementation of mSCOA in municipalities; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing; Strategic planning; Communication (written and verbal)skills.
- DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.
- ENQUIRIES** : Ms E de Lange Tel No: (021) 483 4540
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/264** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 43/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management, Public Administration, Management, Financial Management, Accounting or related; A minimum of 3 years relevant experience of financial system administration and skills development facilitator; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Financial systems experience. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service

procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Data analytical skills; Skills development facilitation; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.

DUTIES : Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all financial system processes; Operational and financial management.

ENQUIRIES : Mr I Callaghan Tel No: (021) 483 8277
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 02 December 2024
NOTE :

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 41/265 : **HEAD OF DEPARTMENT: MOBILITY REF NO: WCMD 53/2024**
5-Year Contract

SALARY : R1 741 770 per annum (Level 15), (all-inclusive package to be structured in accordance with the rules for SMS), plus a 10% non-pensionable HOD allowance

CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 8 as recognised by SAQA, A minimum of 10 years' experience at a senior managerial level within the Transport environment; Recommendation: A postgraduate degree in Economics and/ or

Future studies will serve as an advantage; Senior Management experience within the economic and mobility/transport sectors. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function; Proven leadership experience – strong background in the public sector, infrastructure, transport, or urban mobility; Visionary thinking – the ability to develop and execute innovative policies; Collaboration skills – experience working across government and private sectors; Commitment to service delivery – a results driven approach to solving complex challenges; Knowledge of sustainability trends – awareness of global best practices in green mobility; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function.; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Proven knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of performance management in general.

DUTIES

: Ensure the delivery of an integrated mobility system in the Western Cape which includes the: Establishment and maintenance of strategic partnerships with the different spheres of government, SOE's, NGO'S and the Private Sector; Strategic coordination and facilitation of the integration of public transport with relevant stakeholders; Strategic planning and rendering of effective services in the different modes of transport; Lead strategic development and implementation of mobility policies and strategies across the province; Ensure the regulation of transport services; Ensure the rendering of effective services with regard to adjudication, issuing and cancelation of operating licenses, registration of public transport entities and members and the handling of mediation, conflicts and disputes; Manage vehicle administration and licensing; Promote and enhance traffic safety in the Province; Ensure the rendering of an effective traffic law enforcement service, provision of training to traffic police agencies, provision of education awareness to stakeholders and the development and implementation of District Safety Plans; Champion innovation in public transport, freight and logistics network and road safety strategies; Provide government motor transport services; Ensure the rendering of fleet services and ensure effective financial management services for GMT; Strategically enable the rendering of financial and support services to the Department; Shape transport in the province through the development of high level policies, strategies and programmes and the provision of research and systems for transport solutions; Ensure the rendering of operational management support services, financial management services and services delivered by the DOTP; Ensure the provision of effective and efficient services to the Provincial Minister; Play a leading and supporting role on different transversal and strategic platforms which include amongst others: Provincial Steering Committees; Provincial and National Transport-/Mobility-related Forums and Committees; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Build strong partnerships with national, provincial and local spheres of government, private sector, civil society and international partners; Drive the Department's strategy; 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 relating to Strategic management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation the Department; Diligently perform all duties assigned to the post of Head of Department; 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.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 41/266 : **CONTROL PROVINCIAL INSPECTOR, WEST COAST REGION REF NO: WCMD 43/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 7 years working experience in the field in Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Officer or Peace Officer; A valid driving license (Code B or higher); No criminal record. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; AARTO Act 46/98; Criminal Procedures Act(CPA) 51/77; Average speed over distance (ASOD); Overload control management; Impoundment processes/ procedures; Vehicle fleet management; Prosecutorial processes and guidelines; Departmental administrative processes; Skills needed: Proven computer literacy; Written and verbal communication; Management and Leadership; Planning and organising; Work well within a team.

DUTIES : Perform strategic planning and project driven initiatives at regional level; Provide strategic guidance and operational leadership to law enforcement officials in line with National and Provincial strategies by formulating policies, systems and developing new strategies and models to improve service delivery; Coordinate and facilitate the development of integrated operational plans through the identification of strategic focus and alignment to all spheres of law enforcement initiatives; Evaluate the activities of the regional operational plans to ensure tactical alignment by providing input and recommendation to improve tactical planning; Analyse regional law enforcement statistics/data to be able to effectively plan and co-ordinate law enforcement activities based on trends/patterns; Manage and co-ordinate to ensure that budget, human and other resources is effectively utilised by provide effective and efficient leadership

ENQUIRIES : Mr FN Payne Tel No: (021) 483 6085
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/267 : **ASSISTANT DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO: WCMD 46/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in a transport policy and strategy working environment; A valid (Code B or higher) driving license NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; National and provincial strategies and

policies on transport; Provincial Strategic Plan; Provincial Land Transport Framework; Integrated Transport Plans and Integrated Development Plans; Facilitation of the development of relevant provincial strategies and policies with respect to transport; Conducting high level research/feasibility studies and scenario planning; Development of the mobility strategy concept in municipalities; Information systems that aid in the management of knowledge and information pertaining to the line function; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Presentation; Interpersonal; Problem-solving; Supervisory functions.

DUTIES : Conduct research that informs programme development profiles; Develop programmes that informs project interventions that promote district transport development; Participate in the planning of District transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the district transport programme; Perform supervisory functions.

ENQUIRIES : Ms V Willemse Tel No: (021) 483 5059
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/268 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: WCMD 47/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 3 years' experience in financial reporting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply Recommendation: MS Office experience. Competencies: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; FleetMan system, MSOffice, Outlook, Oracle EBS, GRAP; Skills needed: Proven computer literacy; Organisational; Financial reporting; Supervisory skills; Good problem solving; Conflict resolution; Analytical thinking; Ability to interpret relevant directives and policies; Communication (Verbal and writing) skills; Numerical; self-motivated; Work under pressure; Systematic approach; Innovative thinking; Leadership.

DUTIES : Manage and control the following: Asset registers and Standard Chart of Accounts (SCOA); All aspects regarding unspent conditional grants; input, processing and reporting of PPE, intangible- and heritage assets; All aspects regarding finance leases; All aspects regarding operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/269 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: WCMD 49/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 1 year experience in a financial reporting environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; FleetMan system, MSOffice, Outlook, Oracle EBS, GRAP; Skills needed: Proven computer literacy; Written and verbal communication; Organisational; Financial reporting; Supervisory Systematic approach; Innovative thinking; Leadership Ability to interpret relevant directives and policies.

DUTIES : Manage and control all aspects regarding the following: Asset register and Standard Chart of Accounts (SCOA); Unspent conditional grants; Control input, processing and reporting of PPE, intangible- and heritage assets; Finance leases; Operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/270 : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES/ADMINISTRATION SUPPORT (PAROW) REF NO: WCMD 50/2024 (X 2 POSTS)**

SALARY : R308 154 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 1 year relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list, expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Data management functions; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.

DUTIES : Render administrative and statistical support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the component for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.

ENQUIRIES : Ms A Fennie Tel No: (021) 953 1500
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/271 : **ADMINISTRATIVE OFFICER: TRANSPORT POLICIES AND STRATEGIES REF NO: WCMD 41/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year administrative support experience in a transport policy, strategy or planning working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation regarding public transport and public service administration; Public Services, Provincial and Departmental strategies, policies, prescripts and other documents that address public transport development; Provincial Growth and Development Strategy; Provincial Land Transport Framework; Relevant software packages and sound application of relevant computer programmes; Regarding human capital administration; General office administration and database management; General support systems Information and Record Management/Administration; Administrative procedures and processes; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.

DUTIES : Render line administrative support services to the Transversal Transport Forum; Co-ordinate administrative management control activities; Provide support to meetings, planning sessions and workshops; Manage Programme/Project-related resources; Research and development.

ENQUIRIES : Ms VL Willemse Tel No:(021) 483 5059
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/272 : **CHIEF REGISTRY CLERK: OFFICE SUPPORT SERVICES REF NO: WCMD 42/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6years experience in a registry environment; A valid Code B driving licence. Recommendations: Qualification in Archives or Record Management; Leadership/supervisory experience. Competencies: Knowledge of the following: Registry functions, Records/document management systems, processes and procedures; Skills needed: Communication (written and verbal); Ability to work independently within a team; Ability to work with a high degree of accuracy and care under pressure; Good interpersonal; Proven computer literacy in MS Office Package; Planning and organising.

DUTIES : Effective and efficient Operational Management of Registry/Archives; Effective and efficient Operational Management of messenger services; Supervise the processing of documents for archiving and disposal; General administrative duties; Human Resource Management.

ENQUIRIES APPLICATIONS : Ms S Theys Tel No: (021) 467 8729
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/273 : **REGISTRY CLERK: OFFICE SUPPORT SERVICES REF NO: WCMD 44/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); Valid Code (B/EB) driving License. Recommendations: Computer literacy (MS Word and Excel. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; legislative framework governing the Public Service; Skills needed: Good written and verbal communication; Computer Literacy; Planning and Organizing.

DUTIES : Opening of physical files upon request, maintaining file covers and filing of correspondence; Capturing files details; Closing files and prepare for destruction; Keep registers: opened/closed files; Franked mail; Registered mail and dispatching of outgoing mail. General assistance to messenger duties and driving duties when required.

ENQUIRIES APPLICATIONS : Mrs S Theys Tel No: (021) 467 8729
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/274 : **SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 45/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject. Recommendations: Relevant working experience. Competencies: Good understanding of the following: Operations of a Trading Entity, GMT policies and SOP's, Financial and SCM Delegations, National Treasury Regulations, Provincial Treasury Instructions, and Public Finance Management Act (Act 1 of 1999; Revenue and expenditure recording and control as well as asset management; General office administration. Skills needed: Computer literate, organisational, financial reporting, leadership, good problem solving, conflict resolution, analytical thinking, ability to interpret relevant directives and policies, good verbal and writing, communication and working, numerical.

DUTIES : Handle the activities of orders, purchases, receiving, storing and issuing of goods and services; Assist in administering and handling tender and contract information; Handle activities in the maintenance of the supplier databases and registers; Assist in the management of the non-vehicle asset register (furniture, equipment, and store assets). - to be checked twice a year (by due dates) for financial statement purposes and two offices a week to maintain the PPE movable asset register; Handle activities in the furnishing of an office equipment support service.

ENQUIRIES : Mr Y Gqamlana at (082) 757 6839

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/275** : **ACCOUNTING CLERK: FINANCIAL REPORTING (GOVERNMENT MOTOR TRANSPORT) REF NO: WCMD 48/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with accounting as a passed subject. Recommendations: Relevant working experience. Competencies: A good understanding of the following: Generally Recognised Accounting Practice (GRAP) accounting; Public Finance Management Act (PFMA); National Treasury Regulations; Provincial Treasury Instructions; Trading Entity; Financial procedures, delegations and instructions; Personnel Management, disciplinary and grievance procedures; Oracle financials; Skills needed: Proven computer literacy in MS Office (Excel, Word and Outlook); Strong communication and knowledge sharing ; Self-motivated; Good problem solving abilities; Ability to work under pressure and meet stringent/prescribed deadlines.
- DUTIES** : Manage the following: GMT asset registers; Month End and Year End Processes and Reconciliations; Maintain the PPE warranties & prepayments schedules; Audit, Year End and Fleet Finance Budget; Assist with the unspent grants function.
- ENQUIRIES APPLICATIONS** : Mr Y Gqamlana at (082) 757 6839
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/276** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (BRACKENFELL) REF NO: WCMD 51/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills in the following: Planning and organising; Proven computer literacy; Good verbal and written communication.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.
- ENQUIRIES APPLICATIONS** : Ms A Fennie Tel No: (021) 983 1500
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/277** : **ACCOUNTING CLERK: DEBT MANAGEMENT REF NO: WCMD 52/2024 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject. Recommendations: Relevant working experience. Competencies: A good understanding of the following: Financial and administrative duties, and practices as well as the ability to capture data, operate a computer and deal with customers; Operations of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, and Public Finance Management Act (Act 1 of 1999); collection of revenue and expenditure recording and control; Skills needed: Computer literate, organisational, financial reporting, leadership, good problem solving, conflict resolution, analytical thinking, ability to interpret relevant directives and policies, good verbal and writing, communication and working and numerical.
- DUTIES** : Manage all billing administration; Manage all collection of revenue administration; Manage and maintain the customer database; Administer the monthly kilometre readings of vehicles; Handle debtor administration, audit

queries and reports; Compile revenue administration and related reports for management and annual financial reports.
ENQUIRIES : Mr Y Gqamlana at (082) 757 6839
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/278 : **ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES REF NO: WCMD 54/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: The Constitution of the Republic of South Africa; Public Finance Management Act; Public Service Act; Labour Relations Act; Basic Conditions of Employment Act; Skills Development Act; National Archives Act; Protection of Personal Information Act; Employment Equity Act; Skills needed: Proven computer literacy; Written and verbal communication; Innovative and analytical thinking; Team and people orientation; Organised and Self Motivated; Ability to work under pressure.

DUTIES : Procurement of assets and expenses for management; Support services; Act as secretariat at section and security meetings; Update GMT Internal Directory; Control parking for GMT staff, Service providers and visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; Assist with the supervision of contract cleaning personnel; General administration; GMT maintenance.

ENQUIRIES : Ms S Theys Tel No: (021) 467 8729
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 December 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 41/279 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (GEORGE) REF NO: DSD 94/2024**

SALARY : R452 667 - R 532 113 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

ENQUIRIES : Ms I April at Tel No: (044) 814 1687/1650
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/280 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 95/2024 (VARIOUS POSTS AVAILABLE IN METRO SOUTH REGION)**

SALARY : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : 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. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 A Myburgh at Tel No: (021) 763 6243
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>