

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

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

CLOSING DATE : 24 March 2025

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

OTHER POSTS

POST 08/79 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY REF NO: AGR 22/2024 R2**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc (Agric) as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification experience; A valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences; Demonstrable experience in dairy research. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Dr IA Trautmann Tel No: (021) 808 5012

POST 08/80 : **OFFICE MANAGER: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 13/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience in rendering executive support functions to Senior Management; 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: Proven experience in administration and executive management support functions; Working knowledge of how government department's function and how the different spheres of government operate. Competencies: Knowledge of the following: Project management; Government practices and policies; Human resource management, labour relations and human capital development; Financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Skills needed: Proven computer literacy; Witten and verbal communication; Independent functioning; Ability to work under pressure; Well organised; Service orientation; Trustworthy and professionalism.

DUTIES : Manage Research Project Process of Programme; Render line administrative support services; Execute research, analyse information and compile complex documents for the Senior Manager; Provide support to the Senior Manager with regard to meetings; Manage resources of the Office of the Senior Manager; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Senior Manager.

ENQUIRIES : Dr Ilse Trautmann Tel No: (021) 808 5012

POST 08/81 : **SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT REF NO: AGR 12/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)

CENTRE : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid Code B (or higher) driving license. Recommendation: Relevant experience in Supply Chain Management, Public Procurement or related fields; Computer Based Procurement System. Competencies: Knowledge and understanding of general administration and office administration. Skills in the following: Proven computer literacy in MS Office (MS Word, Excel, Outlook); Written and verbal communication skills; Planning and organising skills; Interpersonal relations; Basic analytical skills; Numeric skills; Critical thinking.
- DUTIES** : To administer requisitions for Procurement, Ledger Management, perform order administration and document distribution, Perform office administration and end-user service delivery, Asset Management and control accountability.
- ENQUIRIES** : Ms V Govender Tel No: (021) 808 5149

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 March 2025

MANAGEMENT ECHELON

- POST 08/82** : **DIRECTOR: BUSINESS REGULATION (OFFICE OF THE CONSUMER PROTECTOR) REF NO: DEDAT 12/2025**

- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13)
 : Department of Economic Development and Tourism, Western Cape Government
 : A LLB qualification (4-year B degree) as recognised by SAQA or equivalent; At least 5 years middle/senior management experience. Recommendations: Honours or higher degree. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; People Management and Empowerment; Financial Management.
- DUTIES** : Manage the Office of the Consumer Protector: Strategic Management (including change management; People Management: and Financial Management.
- ENQUIRIES NOTE** : Mr. Rashid Toefy Tel No: (021) 483 9291

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.

OTHER POSTS

- POST 08/83** : **DEPUTY DIRECTOR: ECONOMIC DIGITAL ECONOMY REF NO: DEDAT 14/2025**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package
 : Department of Economic Development and Tourism, Western Cape Government
 : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendations: Relevant post-graduate qualification at NQF 8 or higher qualification; A minimum of 5 years technology, innovation and/or economic development experience. Competencies: Knowledge of the following: ICT or technology or innovation; Economic development sectors; Applicable policies and procedures; Public Service Regulatory Framework; Public Finance Management; People management; Relationship management; Skills needed: Numeracy; Literacy; Proven Computer Literacy; Language; Project Management; Information Technology Strategic Planning; Analytical; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Communication (written and verbal); ICT and/or Innovation Sector project management; Relationship management.

- DUTIES** : Develop, implement and coordinate projects and programmes; Develop, implement and coordinate technology, innovation and digital leadership projects and initiatives; Facilitate and coordinate engagements with stakeholders and institutions (e.g. Quad Helix) related to the Directorate's themes and projects; Financial Management.
- ENQUIRIES CENTRE NOTE** : Mr T Parle Tel No:(021) 483 9406
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- POST 08/84** : **DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: DEDAT 15/2025**
(2-year contract)
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package
: Department of Economic Development and Tourism, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendations: An appropriate Honours Degree (NQF8) and master's degree (NQF9). Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; The policies and priorities of provincial and national government; Modern systems of governance and administration; Public policy analysis and public policy development processes; Executive support function to top management in the Department; Executive support function which include liaising with national/provincial ministers, national/provincial ministries, Office of the Premier, Office of the Provincial Standing Committee, etc; Office administration in the Office of the HOD; Financial and people management; Information and records management; Relevant software packages; Skills needed: Deciding and Initiating Action; Planning and Organising; Analysing; Persuading and Influencing; Delivering Results and Meeting Customer Expectations; Presenting and Communicating Information; Writing and Reporting; Achieving Personal Work Goals and Objectives; Working with People; Adhering to Principles and Values; Relating and Networking; Adapting and Responding to Change.
- DUTIES** : Ensure the provision of secretariat and operational support services: Manage engagements of the HOD, and the coordination of high-level meetings; Monitor/keep track of and follow up on outstanding issues for the HOD; Ensure the provision of an administrative and general office management support service; Oversee the safekeeping of all documentation in the Office of the HOD, compilation and approval of itineraries, as well as that all subsistence and travel arrangements are made and that all claims are submitted; Manage stores within the office, including the procurement of miscellaneous stocks; Provide technical support to the HOD in respect of people management matters; Provide support to HOD in the collection of data, execution of research and special projects; Execute research, analyse information, and compile documents/ submissions/memoranda/reports of a strategic nature for the Minister, HOD and members of Top Management, as instructed by the HOD; Draft responses with regard to more complex issues for internal and external stakeholders; Oversee engagements with internal and external key stakeholders; Gather information and/or obtain inputs/responses from relevant stakeholders in response to parliamentary questions and enquiries received; People management: Participate in the recruitment of staff to ensure the achievement of the component's Business Plan; Financial management; Actively participate in the budgeting process.
- ENQUIRIES CENTRE NOTE** : Ms C Julies Tel No: (021) 483 900
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- POST 08/85** : **ASSISTANT DIRECTOR: DIGITAL ECONOMY REF NO: DEDAT 13/2025**
(2-Year Contract)
- SALARY CENTRE REQUIREMENTS** : R444 036 - R532 602 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government
: An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years' experience in project management or related environment. Recommendations: A relevant bachelor's degree as recognised by SAQA; A valid code B Driver's License. Competencies: Knowledge of the following: Infrastructure Development/Sector Development; Project management; Relationship

management; Financial management; Public Service Regulatory Framework; ICT; Skills needed: Numeracy; Literacy; Proven Computer Literacy, Language; Project Management; Information Technology Strategic Planning; Analytical; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Communication (written and verbal); ICT and/or Innovation Sector project management; Relationship management.

DUTIES

: Assist with the development and implementation of projects and programmes; Assist with the coordination of stakeholders as relevant to the development and implementation of projects and programmes; Assist with the development and implementation of the Unit's strategies; Operational Management.

ENQUIRIES

: Ms O Dyers Tel No: (021) 483 9918

NOTE

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

POST 08/86

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 16/2025**

SALARY

: R376 413 - R443 403 per annum (Level 08)

CENTRE

: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 1-year administrative experience. Recommendations: Supply Chain Management/Financial Management experience. Competencies: Knowledge of the following: PFMA; Supply Chain Management; Procurement Prescripts; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, etc.); Ability to work independently and as part of a team; Communication (written and verbal); Excellent report writing, Problem Solving; Analytical; Organising and Planning.

DUTIES

: Demand Management; Acquisition Management; Contract Management; Logistics and Payments; Filing and Database Management; General Administration.

ENQUIRIES

: Ms J Lombard Tel No: (021) 483 9148

NOTE

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

POST 08/87

: **SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DEDAT 17/2025**

SALARY

: R308 154 - R362 994 per annum (Level 07)

CENTRE

: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year asset management and administrative experience. Recommendation: An appropriate tertiary qualification at NQF 7 as recognised by SAQA. Competencies: Knowledge of the following: Asset Management; Procurement prescripts; Logis System relating to Asset management; financial management processes; financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions, etc.); Supply Chain Management Systems (Syspro, Integrated Procurement System, Basic Accounting System); Skills needed: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint, etc.); Ability to work independently and as part of a team; Communication (written and verbal); Excellent report writing; Problem Solving; Analytical; Organising and Planning.

DUTIES

: Conduct the asset register maintenance, safeguarding of assets and asset verification; Record and capture moveable assets in the asset register; Review, monitor and maintain, the data of moveable assets in the asset register; Allocate bar-codes to moveable assets; Ensure assets are marked (bar coded) according to policy; Reconcile the allocation of assets to asset holders; Develop and maintain registers for acquisitions, maintenance, transfers, valuations and disposals; Develop, implement and manage mechanisms to safeguard assets; Develop and implement a tracking system on movement of assets between locations; Plan and execute the asset verification process; Investigate and report on variances (shortages / surpluses); Make recommendations to resolve discrepancies; Preparation and execution of rolling out credible and/or verifiable inventory lists; Execute administration and governance on the disposal of assets; Ensure the disposal of departmental assets occurs within the regulated framework; Initiate and

execute disposal of redundant / obsolete assets; Analyse and implement policy options for the disposal of movable assets; Prepare monthly reconciliations with supporting schedules of the Asset Register to the relevant accounting records; Resolve uncleared items; Ensure incorrect allocations are journalized. Render a secretariat service; Render a secretariat service to the Information Technology (IT); Render a secretariat service to the Disposal Committee; Attend meetings and liaise with CEI; Provide operational statistics for reporting; Provide administrative support relating to request for information on annual audits. Perform human resource management; Conduct employee supervision; Render application for leave of absence and overtime management; Conduct disciplinary of employees; Identify and schedule employees for training and development; Provide implementation of the Asset Management Framework; Render assistance with the development and /or revising of policies and procedures; Monitor, evaluate and report on compliance with asset management policies and procedures; Execute and monitor the implementation of asset management acquisition, maintenance and disposal plans.

ENQUIRIES
NOTE

: Ms J Lombard Tel No: (021) 483 9148
 : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted.

CLOSING DATE
NOTE

: 24 March 2025
 : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 08/88

: **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY REGULATORY SERVICES REF NO: EADP 01/2025**
 (12-Month Contract)

SALARY
CENTRE
REQUIREMENTS

: R472 812 per annum, (OSD as prescribed), all-inclusive salary package
 : Department of Environmental Affairs and Development Planning, Western Cape Government
 : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Experience in the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management Systems; Regulatory Services (licensing, permitting, etc.); Environmental Legislation; Compliance and Enforcement; Project Management / Planning. Competencies: Knowledge of the following: Environmental management (air quality management, integrated environmental management; pollution management; Air Quality Management Systems (e.g. atmospheric emission licensing, air quality management planning); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM: AQA); Environmental legislation (e.g., NEMA, NEM: AQA; Skills needed: General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Proven computer literacy (MS Office package); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES

: Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership support, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide specialist advice and technical expertise and assistance with respect to Atmospheric Emissions Licensing processes and Integrated Environmental Management applications; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM;

AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES

: Mr E Roux Tel No: (021) 483 8378

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE

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

Erratum: Post 07/273: Professional Nurse Grade 1 To 2 (Specialty Nursing: Mental Health) Overberg District Salary: Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum Centre: Caledon Clinic, Theewaterskloof Sub-district, advertised in the Public Service Vacancy 7 dated 21 February 2025, with reference number: Post 7/273 has been cancelled.

Erratum: Post 07/272: Professional Nurse Grade 1 To 2: Specialty (Ward C Spinal Rehabilitation) Chief Directorate: Metro Health Services Salary: Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum Centre: Western Cape Rehabilitation Centre, advertised in the Public Service Vacancy 07 dated 21 February 2025, with reference number: Post 7/272 has been cancelled.

Erratum: Kindly note that the advert for the Post 07/313: Dental Assistant Grade 1 To 2 (20 Sessions Per Week) (X4 Posts) Garden Route District (1 Year Contract) Salary: Grade 1: R136 per hour Grade 2: R128 per hour Centre: NHI Project Garden Route District (Various Institutions) advertised in the Public Service Vacancy 07 dated 21 February 2025, with reference number: Post 3/313 has been cancelled.

Erratum: Kindly note that the advert for the POST 07/312: Physiotherapist Grade 1 To 3 (20 Sessions Per Week) Garden Route District (1 Year Contract) Salary: Grade 1: R248 per hour Grade 2: R290 per hour Grade 3: R340 per hour Centre: George Sub-district advertised in the Public Service Vacancy 07 dated 21 February 2025, with reference number: Post 7/312 has been cancelled.

Erratum: Kindly note that the advert for the POST 07/311: Pharmacist Grade 1 To 3 (20 Sessions Per Week) (X2 Posts) Garden Route District (1 March 2025 until 31 March 2026) advertised in the Public Service Vacancy 07 dated 21 February 2025, with reference number: Post 7/311 has been cancelled.

Erratum: Kindly note that the advert for the POST 07/310: Dentist Grade 1 To 3 (20 Sessions Per Week) (X4 Posts) Garden Route District (1 Year Contract) Salary: Grade 1: R444 per hour Grade 2: R521 per hour Grade 3: R603 per hour Centre: NHI Project Garden Route District (Various Institutions) advertised in the Public Service Vacancy 07 dated 21 February 2025, with reference number: Post 7/310 has been cancelled.

Erratum: Post 07/309: Medical Officer Grade 1 To 3 (20 Sessions P/Week) (X14 Posts) Garden Route District (12 Month Contract) Salary: Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour Centre: George Sub District Knysna/Bitou Sub District Mossel Bay Sub District Oudtshoorn Sub District NHI Project (Various Institutions) advertised in the Public Service Vacancy 07 dated 21 February 2025, with reference number: Post 7/309 has been cancelled.

OTHER POSTS

POST 08/89

: **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)**
Garden Route District

SALARY

: Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS

: Mossel Bay Sub-district
: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **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 Family Medicine. **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 employees) as Medical Specialist in Family Medicine. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated family medicine services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in

MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes. Systems thinking and innovation.

DUTIES : Specialist family medicine care to patients (all age groups) in Mossel Bay Sub-District. Participate in clinical governance of a growing integrated district family medicine health service with a focus on successful COPC implementation and innovation in primary care and chronic disease management. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Mossel Bay Sub-District.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604-6102

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 the Garden Route and Central Karoo District's for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/90 : **SENIOR REGISTRAR (CARDIOLOGY)**
(2-Year Contract)

SALARY : R1 271 901 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Medicine. Inherent requirement of the job: A valid (code B/EB/C1) driver's licence. Commuted overtime is compulsory. Competencies (knowledge/skills): Effective and efficient administration. Facilitation of management system. Communication including report generation, letter writing, consultation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts) MMED and FCP (SA) qualifications. Technical skills appropriate for investigation.

DUTIES : (key result areas/outputs): Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.

ENQUIRIES : Prof N Wearne Tel No: (021) 404 2024 or nicola.wearne@uct.ac.za

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

NOTE : Please ensure that you attach an updated CV. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post- graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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 with the relevant council (including individuals who must apply for change in registration status) Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. 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 Senior Registrar will be on contract.

CLOSING DATE : 14 March 2025

<u>POST 08/91</u>	:	<u>REGISTRAR(OPHTHALMOLOGY)</u> (5-Year Contract)
<u>SALARY</u>	:	R949 146 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. FC Ophth (SA) part 1A Competencies (knowledge/skills): Ability to work well within a group at all levels of authority. Ability to communicate effectively (verbal and written) with patients and colleagues. Computer literate to facilitate patient care, research and administration. Appropriate experience in the field with proficiency in basic cataract surgery.
<u>DUTIES</u>	:	(key result areas/outputs): Clinical Service Provision. Management and administration. Research and Professional Development. Teaching and Training. To be responsible for the consulting room provisioning.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof N du Toit Tel No: (021) 404 5008 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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). 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 a Registrar will be for a maximum contract period of 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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines."
<u>CLOSING DATE</u>	:	14 March 2025
<u>POST 08/92</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</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>	:	Gugulethu Community Health Centre 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. 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 recognized 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 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 recognized 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized 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: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on PHC level and knowledge applicable to South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Comprehensive evidence-based, direct patient-centered Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Klipfontein Sub-district, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Provide quality outpatient care to patients in Klipfontein Sub-district Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Klipfontein Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Klipfontein Sub-district facilities as required.

ENQUIRIES APPLICATIONS : Dr W Langenhoven Tel No: (021) 816-8631
: 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).

CLOSING DATE : 14 March 2025

POST 08/93 : **ASSISTANT MANAGER NURSING: HEAD OF NURSING SERVICES**
Central Karoo District

SALARY : R656 964 per annum
CENTRE : Laingsburg Health Facility (COPC, Primary Healthcare and Acute Hospital)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. 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: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after hours. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, PowerPoint and Outlook. Extensive knowledge and understanding of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

DUTIES : Provide leadership and co-ordinate the nursing service within designated levels of care. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance programme and develop nursing policies.

ENQUIRIES APPLICATIONS : Dr. ECT Ockhuis Tel No: (027) 2132039
: 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 a practical test. The pool of applicants will be considered for similar vacant posts within the Matzikama Sub-district for a period of three months.

CLOSING DATE : 14 March 2025

POST 08/94 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OBSTETRICS AND GYNAECOLOGY)**

SALARY : R656 964 per annum
CENTRE : Tygerberg 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 Professional Nurse and midwife. A post-basic nursing qualification with a 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 SANC as 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 above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirement of the

job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an Obstetrics and Gynaecology setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mrs F Baartman Tel No: (021) 938-4055
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 : 14 March 2025

POST 08/95 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: NEURO D WARD)**
Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a Professional Council: Current Registration with the SANC as a Professional Nurse in Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the above experience must be in psychiatry after obtaining the 1-year qualification in Advanced Psychiatry Nursing Science. Inherent requirements of the job: Willingness to work shifts, after hours, public holidays, day or night and standby duties. A valid drivers' licence. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel and Power Point).

DUTIES : Provide leadership, supervision, planning, direction and control for the provision of improved patient centred care in a psychiatric ward. Implement an efficient and effective quality improvement programme. Implement an effective and efficient Resource management (human, health technology, financial and facility) plan. Overall Management of the nursing component, including students, ward clerk and household support. Implement an effective and efficient clinical practice in a specialised psychiatric ward. Manage infection control, development and training programmes for nursing and related staff. Provide support to the Deputy Manager Nursing office.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940 4424
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/written and oral assessment. 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.

CLOSING DATE : 14 March 2025

POST 08/96 : **OPERATIONAL MANAGER: NURSING (SPECIALTY: OPERATING THEATRE- MATERNITY)**

SALARY : R656 964 per annum
CENTRE : Groote Schuur 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. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council Registration with the SANC as Professional Nurse and Midwifery. Experience: A minimum 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery At least 5 of the periods referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the one year post basic qualification in Medical and Surgical Inherent requirement of the job: To work shifts, public holidays and weekends. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances as well as After-hours or weekend cover for Nursing and deputizing for Assistant Manager: Nursing. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.
- ENQUIRIES** : Mrs R. Sutcliffe Tel No: (021) 404-2092
- 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/written and oral assessment. 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.
- CLOSING DATE** : 14 March 2025
- POST 08/97** : **CHIEF CLINICAL TECHNOLOGIST GRADE 1: CRITICAL CARE**
- SALARY** : Grade 1: R545 262 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist: Critical Care. Registration with a Professional Council. Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist: Critical Care. Experience: Minimum of 3 years' experience after registration with the HPCSA as a Clinical Technologist: Critical Care Inherent requirement of the job: Will be required to work after hours, over weekends and on public holidays. Competencies (knowledge/skills): Ability to work under pressure. Good interpersonal and communication skills. Good technical skills and problem-solving abilities.
- DUTIES** : Assume responsibility for co-ordinating, supervising and participating in the Clinical technology trainee teaching programme and other medical staff. Manage consumable stock ordering and assist in Equipment Procurement as required. Manage financial resources (HR/Equipment/Operational) allocated to Critical Care Operational maintenance of Anaesthetic machines and surgical equipment in Theatres. Provide clinical support and Quality Control of Patient monitoring systems, Blood Gas Analysis, ICU ventilators and infusion therapy devices.
- ENQUIRIES** : Mr G Straithie Tel No: (021) 404 3291
- 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 these posts.
- CLOSING DATE** : 14 March 2025
- POST 08/98** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (CLINICAL FACILITATOR)**
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Tygerberg 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. A post-basic nursing qualification, with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. Competencies (knowledge/skills): Excellent verbal and written communication skills. Computer literacy, (MS Word, Excel PowerPoint and Internet) and Presentation skills. Ability to work effectively in a multi-disciplinary team. Extensive knowledge of Acts, policies, protocols and procedures within the Theatre units with regards to Quality Practices. Extensive knowledge of nursing practices and knowledge of basic and post-basic training programmes.
- DUTIES** : Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and skills of nursing personnel and students. Ensure the appropriate placement

and accompaniment of nursing personnel and nursing students. Effective utilization of financial and human resources.

- ENQUIRIES** : Mrs F Baartman Tel No: (021) 938-4055
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. 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 Medical and Surgical Nursing Science: Operating Theatre Nursing 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 TBH for a period of 3 months from date of advert.
CLOSING DATE : 14 March 2025

POST 08/99 : **UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2**

SALARY : Grade 1: R451 533 (PN-D1) per annum
Grade 2: R553 545 (PN-D2) 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 requirement 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 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 Magerman Tel No: (021) 684-1202, Ms HM Wiese 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 : 14 March 2025

POST 08/100 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: HIGH CARE) (X2 POSTS)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

<u>CENTRE REQUIREMENTS</u>	: Victoria Hospital : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with SANC as Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willing to work shifts, night duty and weekends. Must be ventilator Competent. Competencies (knowledge/skills): Extensive knowledge of practices or regimes within the relevant disciplines. Excellent verbal and written communication skills. Ability to work effectively within a multi-disciplinary team. Analytical and Critical thinking abilities within a High Care Environment. Application of knowledge, skills and behavior to complete tasks accurately as well as maintaining high standard of care in managing care.
<u>DUTIES</u>	: Provision of Quality Nursing Care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Effective management and utilization of all human, financial and material resources. Promote and participate in research.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za : 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. 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 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: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 14 March 2025
<u>POST 08/101</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: SURGICAL) (CLINICAL FACILITATOR)</u>
<u>SALARY</u>	: Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Competencies (knowledge/skills): Excellent verbal and written communication skills. Computer literacy, (MS Word, Excel PowerPoint and Internet) and Presentation skills. Ability to work effectively in a multi-disciplinary team. Extensive knowledge of Acts, policies, protocols and procedures within the Ophthalmology or Orthopedics units with regards to Quality Practices. Extensive knowledge of nursing practices and knowledge of basic and post-basic training programmes.
<u>DUTIES</u>	: Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and skills of nursing personnel and students. Ensure the appropriate placement and accompaniment of nursing personnel and nursing students. Effective utilization of financial and human resources.

- ENQUIRIES** : Mrs F Baartman Tel No: (021) 938-4055
- 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. 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 Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing 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 TBH for a period of 3 months from date of advert.
- CLOSING DATE** : 14 March 2025
- POST 08/102** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH)**
Overberg District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Caledon Clinic, Theewaterskloof Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the specialty. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.
- DUTIES** : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.
- ENQUIRIES** : Ms H Human Tel No: (021) 028 214-1070
- 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 required to undergo a practical assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
- CLOSING DATE** : 14 March 2025
- POST 08/103** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)**
Overberg District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Grabouw Community Health Centre and Caledon Clinic
- 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 Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional

Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work overtime when necessary and work at other clinics in the sub-district. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this specialty within the public sector. Ability to promote quality care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Manage the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.

ENQUIRIES : Ms V Maqhina Tel No: (028) 212-1849 (Grabouw CHC), Mr M Engelbrecht Tel No: (028) 212 1572 (Caledon Clinic)

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 the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/104 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X8 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

CENTRE : Dr Abduragman CDC (X2 Posts)

Hanover Park CHC (X1 Post)

Heideveld CDC (X1 Post)

Gugulethu CDC (X1 Post)

Nyanga CDC (X1 Post)

Mitchells Plain CHC (X1 Post)

Inzame Zabantu CHC (X1 Post)

Klipfontein / Mitchells Plain Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. 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. NIMART training or experience. Effective communication skills.

DUTIES : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure and effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021) 370-5008

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 Clinical Nurse Practitioner (PHC) 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>	:	14 March 2025
<u>POST 08/105</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</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>	:	Khayelitsha/ Eastern Sub-Structure Office
<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 Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1-year, accredited with the SANC in Occupational Health Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupational Health. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that governs Occupation Health and Safety. Computer literacy skills (Microsoft office).
<u>DUTIES</u>	:	Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Sub-structure. Support the implementation of the immunisation and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the sub-structure. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound continuous Professional development.
<u>ENQUIRIES</u>	:	Ms. N Raymond Tel No: (021) 815 9986
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 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 the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	14 March 2025
<u>POST 08/106</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R 553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Wesfleur 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. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a minimum of one year experience after obtaining the additional qualification and registration with SANC in Advanced midwifery and Neonatal Nursing Science. Grade 2: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Computer literacy. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS

Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.

ENQUIRIES : Ms R Bruintjies Tel No: (021) 816 8516, Email: Rubertha.Bruintjies@westerncape.gov.za

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. "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. The pool of applicants will be considered for similar vacant posts within Westfleur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/107 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: Child. Registration with a professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187

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: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: Child.

CLOSING DATE : 14 March 2025

- POST 08/108** : **ASSISTANT DIRECTOR: GENERAL SUPPORT SERVICES**
- SALARY** : R444 036 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate support services experience. Appropriate managerial and supervisory experience. Inherent requirement of the job: Valid Code (B/EB) driver's license and willingness to be available 24/7 for emergencies callouts. Competencies (knowledge/skills): Computer skills (MS Office, Excel, and Word). Report writing skills, Analysing skills. Working knowledge of support services management.
- DUTIES** : Render a support service to Tygerberg Hospital that may include, but not limited to Reprographics, Porter service, Pneumatic Tube Service, Death Admin, Switchboard, Registry and Messenger, Gardening Services, etc). Responsible for providing leadership and governance to components to comply with policies, standards, audits, conduct meetings, write minutes. Responsible for Administrative duties that include People Management (SPMS, R&S, Employee relations, Service Benefits, training) and FBU monitoring (procurement, expenditure, site specification). Render support to the Dep-Dir: Support services and the facility and participate in reasonable assigned task teams/forums, etc.
- ENQUIRIES** : Ms A du Plessis Tel No: (021) 938 4412
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. Candidates will be subjected to a practical/competency test.
- CLOSING DATE** : 14 March 2025
- POST 08/109** : **ASSISTANT DIRECTOR: SPPORT SERVICES (ENVIROMENTAL HYGIENE SERVICES)**
- SALARY** : R444 036 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or degree. Experience: Appropriate experience that focus on the Key Result Areas of the post. Supervisory experience. Inherent requirements of the job: Perform Standy duties. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and PowerPoint). Excellent report writing skills and the ability to motivate and train staff. Leadership, conflict resolution and problem-solving skills. Sound knowledge and understanding of Health Care Risk Waste Regulation, 2013, HR Policies, Disciplinary Code and Procedure.
- DUTIES** : Effective Management of the Environmental Hygiene Services of the Hospital which comprise of the following areas; Cleaning, Porters, Government Motor Transport, Death Administration; Waste Management; Messenger Services; Specimen services; and Pest Control. Manage and oversee Contract Management i.e. Cleaning, Waste management and any other adhoc contract services. Responsible for the FBU budget within EHS and to provide effective support to the Deputy Director, Support Services. Responsible to ensure compliance with regards to Ideal Hospital Standards, Infection Prevention Control and Internal Policies and Practices. 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.
- ENQUIRIES** : Mr R de Jager Tel No: (021) 404-3405
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 14 March 2025
- POST 08/110** : **SENIOR ADMINISTRATIVE OFFICER (SECURITY AND SUPPORT SERVICES)**
- SALARY** : R376 413 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and supervisory experience in a health care support services environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA and Public Service Acts. Extensive knowledge of Security contract management. Computer skills (MS Office, Excel, Word and PowerPoint). Working knowledge of support services management and facility management. Good interpersonal skills, organizational skills, the ability to function under pressure and maintain confidentiality and excellent communication skills (verbal and written).
- DUTIES** : Provide an effective and efficient leadership and management of Support Services component and resources. Manage Support Services department of the hospital which comprises of the following areas: Security, Parking, Access Control, Telephone Exchange, Transport, Registry, Accommodation, Creche and Estate Management. Manage contracts under the components, mainly the security contract and Security Risk Management. Ensure relevant policy

implementation and compliance at the hospital. Supervision and support to components and supervisor. Provide an effective and sufficient human resource management function.

ENQUIRIES : Mr F Malan Tel No: (021) 938-5616
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. Shortlisted candidates may be required to do a practical test.
CLOSING DATE : 14 March 2025

POST 08/111 : **SENIOR STATE ACCOUNTANT (TRAINERS: HOSPITAL FEES)**
Directorate: Management Accounting
Sub-Directorate: Billing System Support, Compliance Auditing and Training

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town (Based at Western Cape College of Nursing, Stikland)
REQUIREMENTS : Minimum educational qualification: An appropriate Diploma/3-year Degree. Experience: Appropriate experience in a training environment. Appropriate working experience in a clinical environment. Training experience in Hospital Fees will be advantageous. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent people, technical, and conceptual skills, with the ability to confidently represent the Department in engagements with internal and external clients, as well as other departmental institutions, while demonstrating strong interpersonal relations and conflict resolution abilities. Ability to work independently and unsupervised. Ability to analyse information and work with figures.

DUTIES : Planning of relevant Training Courses in respect of Hospital Fees Policies and Procedures. Establish the need and conduct training in respect of Hospital Fees Policies and Procedures. Facilitate e-Learning training in respect of Hospital Fees Policies and Procedures. Assessment of and providing feedback and support after training/e-learning sessions/courses in respect of Hospital Fees Policies and Procedures. Develop and maintain training material in respect of Introduction of Hospital Fees Policy and Procedures. Assist with Compliance Audits regarding the implementation, execution and application of the Hospital Fees.

ENQUIRIES : Mr W Norval Tel No: (021) 940-4561
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. Short listed candidates must be prepared to do a test as part of the evaluation process.
CLOSING DATE : 14 March 2025

POST 08/112 : **PHYSIOTHERAPIST GRADE 1 TO 3**
Garden Route District
(Contract 1 April 2025 until 31 December 2025)

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
(plus 37% in lieu of service benefits)

CENTRE : Mossel Bay Sub-District PHC Support & Outreach
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as A job opportunity required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist 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: Valid driver's licence (Code B/EB). Willingness to travel between PHC facilities and Hospital. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Basic to intermediate wheelchair seating assessments would be

advantageous, prescription, fitting and issuing and other relevant assistive devices and therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.

DUTIES : Provide clinical physiotherapy service delivery to inpatients and outpatients as applicable to the designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer, clinical facilitation, and mentorship of placed students.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 6102

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 the Garden Route and Central Karoo District's for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2024

POST 08/113 : **ARTISAN FOREMAN GRADE A (PAINTING)**
Directorate: Engineering and Technical Support Services

SALARY : R362 130 per annum
CENTRE : Head Office, Cape Town ((Metro West, Zwaanswyk, Retreat)
REQUIREMENTS : Minimum educational qualification: A Trade Test Certificate in a related trade. Experience: Five years post qualification experience as an Artisan in the relevant field. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Good communication skills. Sound Knowledge of mainly painting as well as any other Building related trade like: (Carpentry, Plumbing, Building). Sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have extensive knowledgeable experience to install ceilings drywall and skimming of walls and ceilings and painting.

DUTIES : Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray- painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Deliver as required transversal support in the Plumbing, Carpentry and Building Departments. Do quality assurance on all maintenance, painting and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr K Matthews Tel No: (021) 715-5921

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

CLOSING DATE : 14 March 2025

POST 08/114 : **EMS SHIFT LEADER GRADE 3 TO 6**

SALARY : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 4: R455 079 per annum
Grade 6: R558 714 per annum

CENTRE : Emergency Medical Services, Rescue Base Pinelands
REQUIREMENTS : Minimum educational qualification. **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Experience: **Grade 3:** 3 years' experience after registration c with the HPCSA as AEA. **Grade 4:** 3 years' experience after registration c with the HPCSA as ECT. **Grade 5:** 3 years' experience after registration c with the HPCSA as Paramedic. **Grade 6:** 3 years' experience after registration c with the HPCSA as ECP. Inherent requirement of the job: Current registration as an AEA, ECT, Paramedic or ECP Valid code C1 driver's license. Current Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective

communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.

ENQUIRIES : Mr R Botha (Provincial Rescue Co-Ordinator) Tel No: (044) 8052500
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 14 March 2025

POST 08/115 : **SYSTEM CONTROLLER**
Directorate: Health Intelligence

SALARY : R376 417 per annum
CENTRE : (Head Office, Cape Town)
REQUIREMENTS : Minimum educational qualification: Appropriate Three-year National Diploma or Degree. Experience: Appropriate experience in Health Information Systems. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Knowledge of Cost Centre Management and source systems data management within the Health Sector. Advanced computer proficiency in Ms Office (Excel, Word, PowerPoint). Problem solving and lateral thinking skills. Good communication, training, presentation and negotiation skills.

DUTIES : Assist with the development of related training materials and provide core training to end users. Facilitate first level fault finding, diagnosing system errors, and assist system users in implementing practical solutions. Standardise the core set of cost-centres and Functional Business Units per hospital in consultation with hospital management. Production of relevant, timeous and accurate operational reports. Assist with the effective implementation, maintenance and support of Business Intelligence reports and toolsets.

ENQUIRIES : Ms N Cookson Tel No: (021) 483-2852
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 : 14 March 2025

POST 08/116 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT)**

SALARY : R376 413 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Degree/Diploma in Public Management, Finance or Supply Chain Management. Experience: Appropriate experience in procurement processes and systems. Appropriate supervisory experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Excellent managerial, leadership and organizational skills. Appropriate knowledge of computerized Procurement Management Systems (Syspro). Knowledge of the Public Finance Management Act (PFMA), National, and Provincial Treasury Regulations, and the Accounting Officer's System of the Department of Health, including delegations.

DUTIES : Conclude a procurement plan in line with the budget and strategic objective of the institution. Market and product research. Identify high-usage items for the conclusion of mini-contracts and high-value contracts to minimize buyouts. Coordinate the process of transversal contracts for the 3 central hospitals. Conclude the drafting of specifications, SOP, MOU and give input into the procurement process Report on all Demand Management activities to the relevant structures internally and externally. Management of human resources. Responsible for maintaining a positive culture within the SCM section which includes change management initiatives, innovation, conflict resolution and mitigating risks that could negatively affect the organisational culture.

ENQUIRIES : Mr C Frank Tel No: (021) 404 3248
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 March 2025

POST 08/117 : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT)**

SALARY : R376 413 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration. Experience: Appropriate experience in SCM - Acquisition Management. Appropriate supervisory experience Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system such as Syspro / Logis and EPS as well as MS Excel, word, power point and

pivots. Knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : Be an active member of the innovation team within SCM to improve on processes and work methods. Manage the monthly reporting process to the Assistant Director, Deputy Director and give input in the interim and annual financial statements. Supervise, manage staff, and conclude all HR related matters including the provision of training and guidance to subordinates regarding the direct purchases (buy outs). Prepare documentation for the approval from the quotation committee, authorise official orders, conclude order maintenance on syspro and authorise as per SAO delegations, functions on syspro and EPS. Conduct weekly checks on staff holder accounts to determine staff productivity and follow the necessary actions. Efficiently and effectively supervise and lead the EPS procurement section i.e., Buyouts, mini contracts, staggered orders, and contract procurement to ensure adequate supply of stock.

ENQUIRIES APPLICATIONS : Ms C Humphries Tel No: (021) 404 2356.
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 March 2025

POST 08/118 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X3 POSTS)**

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as an Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

DUTIES : Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day to day activities.

ENQUIRIES APPLICATIONS : Ms N Behardien-Peters Tel No: (021)-404-4187
: 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 in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 14 March 2025

POST 08/119 : **PHYSIOTHERAPIST: GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade3: R514 785 per annum

CENTRE REQUIREMENTS : Wesfleur Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSCA) as a Physiotherapist. Registration with a

Professional Council: Registration with the HPCSA as Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 physiotherapist in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a physiotherapist 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 physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist 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: Willingness to work as a physiotherapist within the multidisciplinary team at Wesfleur Hospital. Competencies (knowledge/skills): Good interpersonal skills, leadership and communication skills. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Appropriate, clinical experience as a physiotherapist in an acute hospital environment.

DUTIES : Deliver a physiotherapy clinical service to patients at the Hospital. Perform administrative processes relating to smooth running of a physiotherapy department. Managing own time, materials, equipment and self at the level of service delivery stock control and other assets. Taking upon oneself the responsibility for the CME programs to meet the CPD strategy Demonstrating awareness of own developmental needs. To ensure quality training of students.

ENQUIRIES APPLICATIONS : Dr LB Murphy Tel No: (021) 816 8555, Email: Levern.Murphy@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Short listed candidates will be subjected to a written/practical and oral assessment. 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 Wesfleur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/120 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS & 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 licence and willingness to travel between facilities. 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: 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. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

- POST 08/121** : **ADMINISTRATIVE OFFICER: FINANCE ADMIN (X3 POSTS)**
Directorate: Financial Accounting/ Garne Route District
- SALARY** : R308 154 per annum
CENTRE : (Head Office, Cape Town) (X2 Posts) on the premises of Stikland and (X1 Post) Eden, York Building
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with appropriate experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge in Supply Chain Management that includes System Management, Warehousing, Ordering and Assets. Appropriate experience in Finance which includes Payments, Journals and Reconciliation of Invoices and Statements. Inherent requirements of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from home while placed at Health Institutions in the Western Cape. Competencies (knowledge/skills): -Computer Literacy. Knowledge of Accounting. Knowledge of Supply Chain Management procedures. Knowledge of computerised Financial Management Systems.
- DUTIES** : Process LOGIS and BAS payments. Process orders. Performing warehouse functions. Procuring and accounting for assets. Effect transactions on LOGIS/Syspro system. Effective maintenance of the LOGIS/Syspro system.
- ENQUIRIES** : Email: Eleanor.Vermeulen@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 the post.
CLOSING DATE : 14 March 2025
- POST 08/122** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum
CENTRE : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate contract management and supervisory experience. Appropriate experience within the support services cleaning and hygiene environment. Inherent requirement of the job: A Valid (Code B/EB) drivers' licence. Knowledge of computer systems (LOGIS, MS Office). Competencies (knowledge/skills): Good communication, interpersonal and organising skills. Ability to supervise multi-disciplinary teams and able to work under pressure. Knowledge of government procurement systems and contract management. Ability to work in a very physically demanding environment. Knowledge of waste management, pest control procedures, policies and practices.
- DUTIES** : Effective and efficient management of contracts (pest control, sanitary services, cleaning services and HCRW contracts. Coordinate and manage the operations of cleaning services section and its personnel. Coordinate and manage the operations of the HCRW and domestic waste section and its personnel. Perform general supervision, development of Support Services personnel and support to supervisor. Management and control of stock and assets within support service components.
- 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 the post. Candidates will be subjected to a practical / written assessment during the interview process. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 14 March 2025
- POST 08/123** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (INFRASTRUCTURE AND EQUIPMENT: PHARMACEUTICAL SERVICES)**
Chief Directorate: Metro Health Services
(6-month contract)
- SALARY** : R308 154 per annum
CENTRE : Office of the Chief Directorate: Metro Health Services
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent qualification). Experience: Appropriate experience in Project management; relevant systems and projects in the building environment. Inherent requirement of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Proven computer literacy in MS Office. Written and verbal communication skills. Recordkeeping skills. Ability to work under pressure. Ability to work independently and in a team.
- DUTIES** : Inspect and report building/ project work to ascertain progress. Analyse plans, specs, bills of quantities, contractual stipulations to ensure quality, satisfy needs and advise on applicable cost saving measures. Monitor and report on departmental budgeting and procurement expenditure control. Planning and installations, report on planning and design of new installations and alterations. Scheduling of projects and provide advise with compilation of specifications and

tenders. Prepare minutes of meeting generate reports, highlight outliers, respond appropriately and escalate when required on items such as soft facility management. Liaise with professional, technical, and other officials. Report on challenges at Bellville Health Park maintenance.

ENQUIRIES : Mr D Hopkins Tel No: (021) 815-8671
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/written 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 : 14 March 2025

POST 08/124 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery or Psychiatry (where applicable). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife or Psychiatry (where applicable). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. 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.

DUTIES : Facilitate the provision of holistic institutional nursing care to patients in an environment that promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently, and equitably whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regard to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately.-Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities, and effective administrative management of reporting on Palliative care.

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 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 with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for the same 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 : 14 March 2025

POST 08/125 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Overberg District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE : Railton Clinic, Swellendam Sub-District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years

appropriate/recognizable experience in nursing after registration at SANC as a 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 requirements of the job: Willing to work in all Primary Health Care facilities, e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. A valid (Code B/EB/C1) driver's licence. Willing to work overtime when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms GJ van der Westhuizen Tel No: (028) 514-1142

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 the Overberg District for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/126 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE)**
Central Karoo District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE : Prins Albert Clinic, Prince Albert Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **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: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. A valid (Code B/EB) driver's licence and willing to drive a government vehicle. Willing to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Mr. E Usabamahoro Tel No: (023)-814-0000

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 the Central Karoo-District for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

- POST 08/127** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WARD 4 ACUTE ADULT MALE)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Valkenberg Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willing to work shifts, day and night duty and overtime. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organizing skills. Ability to communicate (verbal and written) and work within the multidisciplinary team.
- DUTIES** : Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES APPLICATIONS** : Mr Mapitsi Photo Tel No: (021) 8265 801
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 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)". Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 14 March 2025
- POST 08/128** : **PROFESSIONAL NURSE GRADE 1 TO3 (GENERAL)**
Central Karoo District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Beaufort West Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Registration with a Professional 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: Willing to work shifts, including weekends, public holidays and night shift. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic skills in MS Word. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
- DUTIES** : Provide direction and supervision for the implementation of quality patient care. Provide nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resource efficiently and effectively. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr T Ntombana Tel No: (023) 414 8200
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 the Central Karoo-District for a period of 3 months from date of advert.

CLOSING DATE

: 14 March 2025

POST 08/129

ADMINISTRATIVE OFFICER: FINANCE/ADMIN (EXPENDITURE)

SALARY

: R308 154 - R362 994 per annum

CENTRE

: Emergency Medical Services: Finance component (U2 Building: Tygerberg Hospital premises)

REQUIREMENTS

: 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 (KPA's) of the post. Experience: Supervisory experience. Appropriate experience in financial management relating to asset and liability accounts. Appropriate experience with the BAS & LOGIS systems Inherent requirement of the job: Valid (Code B/EB) driver's license. Computer literate (MS Office package). Competencies (knowledge/skills): Ability to work independently and function well in a team. Excellent communication skills (written, verbal), advanced report writing and strong administrative skills. Good organisational, decision-making and conflict resolution skills. Understanding of quality assurance and strong commitment to high service standards. Strong leadership, motivational, and interpersonal skills and ability to work in a team. Knowledge of national, provincial and institutional health delivery systems. Ability to maintain accurate record keeping and reporting to the supervisor. Good interpersonal skills. Ability to prioritize and good problem-solving skills.

DUTIES

: Effective rendering of supervisory functions. Manage the processing of all asset and liability related transactions. Authorisation of all journals. Ensure all debt, damages and losses transactions are completed correctly, timeously, and according to regulations. Asset and liability related Reporting. Ensure correspondence, filing, safekeeping of documents & handling of queries are performed effectively.

ENQUIRIES

: Nadine Boshoff Tel No: (021) 830 1142

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

: 14 March 2025

POST 08/130

PRINCIPAL PERSONNEL OFFICER (EMPLOYEE BENEFITS)

(Chief Directorate: Metro Health Services)

SALARY

: R308 154 per annum

CENTRE

: Southern/western Sub-Structure Office

REQUIREMENTS

: Minimum educational qualification: National Senior Certificate Experience: Appropriate experience in all Employee Benefits practices. Appropriate experience of PERSAL and Personnel management. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.

DUTIES

: Supervise all Human Resource related functions within the PM Department in conjunction with the Senior Personnel Practitioner. Handle appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets. Administer Commuted Overtime and other service benefits within the Southern / Western Sub-structure. Approval of PERSAL transactions. Handle personnel enquires and correspondence (written and verbal). Training and development of sub-ordinates. Administer the Staff Performance Management System (SPMS) process for Sub-ordinates. Assist staff, supervisor, management and members of the public with regard to Human Resource and Personnel Matters.

ENQUIRIES

: Ms M Ganief Tel No: (021) 202-0962

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. Short-listed candidates will be subjected to a practical test.

CLOSING DATE

: 14 March 2025

POST 08/131

ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT

Chief Directorate: Metro Health Services

SALARY

: R308 154 per annum

CENTRE

: Southern/Western Sub-Structure Office

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Experience in hospital and primary health information management systems. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, Acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating

Procedures (SOP's) Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDRweb. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook).

DUTIES : (key result areas/outputs) Co-ordinate all health statistics in Sub-district. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Participate in Sub District health information coordinating activities. Supervision and staff performance management. Information management support to all health facilities within sub district.

ENQUIRIES : Ms N Van Staden Tel No: (021) 202 0932

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

NOTE : Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 14 March 2025

POST 08/132 : **PHARMACIST ASSISTANT: GRADE 1 TO 3 (POST BASIC)**

(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R250 947 per annum

Grade 2: R290 436 per annum

Grade 3: R313 308 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : 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). 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 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. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and or/ experience in handling pharmaceutical supplies, including cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good computer literacy. Good Interpersonal and communication skills. Ability to work as part of a team or independently. Ability to work under pressure.

DUTIES : Ability to lift heavy items. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved and small-scale prepacking. Assist with general housekeeping and administrative tasks. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical stats. Support to manager and colleagues. Ensure the provision of high-quality services measured by outcomes of quality assurance activities. Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading, capturing and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine, vacolitres, scheduled substances and non-pharmaceutical stock. Manage drug supply to wards, appropriate stock control, storage and handling expired stock.

ENQUIRIES : Ms. Nusrit Allie Tel No: (021) 799 1149

APPLICATIONS : 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 in a specific category with the relevant council (including individuals who must apply for change in registration status). No payment of any kind is required when applying for this post. Pharmacist Assistants who do not comply with registration in the advertised category may also apply on condition that registration in the required category is obtained within 12 months. 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.

CLOSING DATE : 14 March 2025

POST 08/133 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

Chief Directorate: Metro Health Services

SALARY : R216 417 per annum

<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital
	:	Minimum educational qualification: Grade 12 / Senior Certificate with Mathematics or Accountancy as a passed subject. Experience: Appropriate administrative experience. Inherent requirement of the job: Computer literacy and proficiency. Competencies (knowledge/skills): Knowledge and experience in electronic procurement systems, Logis and General Supply Chain Management concepts. Good interpersonal and communication skills. Be able to work accurately and under pressure.
<u>DUTIES</u>	:	Processing of Log 1's / PA's received from end users / stock. Procurement of stock (buy-out items) as well as store items and ensure all transactions comply with the legislative requirements. Maintain a contract file for all transversal contracts. Provide general administrative support to line managers including warehousing, asset management and payment functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Pick Tel No: (021) 816 8558, Email: Dean.Pick@westerncape.gov.za
	:	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>	:	14 March 2025
<u>POST 08/134</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum Heidelberg Clinic, Hessequa Sub-district
	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experiences in Information Management Systems (PHCIS, Tier.net, SINJANI, Ideal Clinic). Inherent requirements of the job: -Valid (Code B/EB) driver's licence. Willingness to rotate between Reception and Information Management. Willingness to relieve in other facilities in Hessequa Sub District. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e Health Information Systems (PHCIS, SINJANI, Tier.Net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Microsoft Package (MS Excel, Word, Power Point). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Leadership and governance by ensuring implementation of DOH policies, guidelines and SOP's. Effective and efficient management of Reception Services and Registry functions. Client service and support. Data management. SCM and Equipment management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E. Braaf Tel No: (028) 713 - 8644
	:	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 Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	14 March 2025
<u>POST 08/135</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Directorate: Engineering and Technical Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum Head Office, Cap Town (Tygerberg Laundry)
	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in general administration functions and the accurate collection and capturing of statistics. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Good written and communication skills. Ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Capturing of all incoming and outgoing linen per institution and ward lists. Operate the switchboard. Perform general office administrative duties (typing of letters, sending of faxes and make of copies.) Assist transport officer with duties. Ensure effective stock control. Reporting on assets and GG vehicles.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Lot Tel No: (021) 933-0834
	:	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 the post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	14 March 2025
<u>POST 08/136</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE</u>	:	R216 417 per annum Elsies River CHC (X2 Posts)

<u>REQUIREMENTS</u>	Kraaifontein CHC (X1 Post) : Minimum educational qualification: Senior Certificate /Grade 12 (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in-patient admissions and Help Desk environment. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.
<u>DUTIES</u>	: Admissions of clients in different departments, open new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.
<u>ENQUIRIES</u>	: Ms. Z Cupido Tel No: (021) 834 7112, Mr. M Mashaba Tel No: (021) 931 0211
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: The pool of applicants will be considered for other vacant Admin Clerk: Admissions 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/oral assessment.
<u>CLOSING DATE</u>	: 14 March 2025
<u>POST 08/137</u>	<u>ADMINISTRATION CLERK: SUPPORT (X4 POSTS)</u>
<u>SALARY</u>	: R216 417 per annum
<u>CENTRE</u>	: Tygerberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and support services experience. Competencies (knowledge/skills): Extensive computer skills in MS Office (MS Word, Excel, Outlook). Excellent administrative experience and knowledge of policies and practices. Good interpersonal skills, organizational skills, the ability to function under pressure and maintain confidentiality and excellent communication skills (verbal and written). Excellent reading, writing and typing skills.
<u>DUTIES</u>	: Provide an effective administrative service to management. Typing of letters, reports and documentation according to government standards. Handle documentation according to the degree of confidentiality and maintaining an effective filing system. Process and control of statistical information and accurate administration management and minute taking. Effective management and control of stock according to procurement procedures. Manage all written and telephonic communication and queries.
<u>ENQUIRIES</u>	: Mr F Malan Tel No: (021) 938-5616
<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 the post. Shortlisted candidates may be required to do a practical test.
<u>CLOSING DATE</u>	: 14 March 2025
<u>POST 08/138</u>	<u>ADMINISTRATION CLERK: SUPPORT</u> Directorate: Infrastructure Programme Delivery
<u>SALARY</u>	: R216 417 per annum
<u>CENTRE</u>	: Head Office, Cape Town (based at: Valkenberg Hospital & Head Office, Cape Town)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Appropriate experience in administration support of projects or infrastructure staff. Appropriate experience in reading programme schedules and drawings. Appropriate experience in LOGIS. Inherent requirements of the job: Physically fit and enable to walk on infrastructure sites. Valid (code B/EB or C) driver's licence. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills. Computer literacy (i.e. MS Office, Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	: Effective management of communication and administration support to the Project Manager. Maintain effective records of all important documents and ensure office management. Coordinate meetings, minute taking and logistics and event management. Effective manage S&T Claims. Ensure procurement of goods and services. Have flexibility in reporting to alternate offices. Upload documents and update registers on SharePoint Willingness to assist across the directorate with various administrative duties.
<u>ENQUIRIES</u>	: Mr T Koorts Tel No: (021) 440-3111 / 083 744 8900
<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 the post. A practical competency test will be part of the interview process.

CLOSING DATE : 14 March 2025

POST 08/139 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Rural Health Services

SALARY : R216 417 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in Clinicom. Appropriate experience in ECM. Inherent requirements of the job: Required to work shifts, weekends, public holidays and night shift. Required to work overtime on short notice. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good communication and writing skills. Knowledge of Hospital Fees Memorandum 18.

DUTIES : Admit, register, assess patients, open folders and raise invoices. Ensure audit compliance, and accurate data recording within Admissions. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Safe custody of patient's belongings. Prepare, scan, index and QA patient folders. Support to supervisor, colleagues and other departments.

ENQUIRIES : Mr J Malgas Tel No: (044) 802 4422 or John.malgas@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 March 2025

POST 08/140 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
(Chief Directorate: Metro Health Services)

SALARY : R216 417 per annum
CENTRE : Southern/Western Sub-Structure Office
REQUIREMENTS : Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate practical experience in Information Management in a health environment. Inherent requirement of the job: A valid (code B/EB/C1) driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's) Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook)

DUTIES : Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct audits in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties. Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified.

ENQUIRIES : Mrs N Van Staden Tel No:(021) 202 0932
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Short-listed candidates may be subjected to a practical assessment. No payment of any kind is required when applying for this post.
CLOSING DATE : 14 March 2025

POST 08/141 : **STAFF NURSE GRADE 1 TO 3 (X6 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 : Western Cape Rehabilitation Centre (X1 Post Ward D, Neuro Rehab)
Brackengate Transitional Care Facility (X5 Posts)

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff nurse. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays. Prepared to work in all departments/wards according to the operational needs of the hospital.

DUTIES : To provide quality elementary nursing care to patients. Development and implementation of basic patient care plan. Provide basic clinical nursing care. Provide continuous health care and

education to patients and their families according to individual needs. Effective utilization of resources.

ENQUIRIES : Ms Estelle Remmitz Tel No: (021) 370-2423
APPLICATIONS : 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 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)". 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 Department for a period of 3 months from date of advert.
CLOSING DATE : 14 March 2025

POST 08/142 : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Ms S Frieslaar Tel No: (023) 416-1600
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 requested to undertake 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). The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/143 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE : Riversdale Hospital, Hessequa Sub District
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: -Willingness to work shifts, public holidays, after hours, night duty and overtime when necessary. Willingness to rotate between facilities. Valid (Code B) driver's licence. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Ms T Person Tel No: (028) 713-8686
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 Garden Route District for a period of 3 months from date of advert.”

CLOSING DATE : 14 March 2025

POST 08/144 : **DENTAL ASSISTANT GRADE 1 TO 2**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R205 773 per annum
Grade 2: R239 658 per annum

CENTRE : Vanguard CHC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed Inservice training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirement of the job: Willingness and skills to render clinical services in and after hours when necessary. Willingness to carry small kids Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills. Ability to use own initiative and work independently or as a team. Good problem-solving and conflict resolution.

DUTIES : Assisting with dental procedures in theatre. Participate in health promotion programs. Effective management and utilization of stock and medication. Ensure infection control and occupational health and safety standards are maintained. Perform the necessary administrative duties.

ENQUIRIES : Dr L Johnson Tel No: (021) 6958242

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

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

CLOSING DATE : 14 March 2025

POST 08/145 : **ECM SCANNING OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R183 279 per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Inherent requirement of the job: Willing to work at the Emergency Centre at Heideveld. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM).

DUTIES : Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning; Scanning of folders; Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.

ENQUIRIES : Mr A. Moses Tel No: (021) 377- 4497

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

NOTE : Candidates may be subjected to a competency test. No payments 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 : 14 March 2025

- POST 08/146** : **ARTISAN ASSISTANT**
Overberg District
- SALARY** : R183 279 per annum
CENTRE : Otto Du Plessis Hospital, Cape Agulhus Sub-district
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital equipment, infrastructure, painting, air-conditioning, refrigeration, plumbing, electrical, carpentry. Appropriate experience in workshop related tasks. Inherent requirement of the job: Valid (code B/EB/C1) driver's licence. Physically fit to perform duties, work at heights and in confined spaces. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays, and be willing to travel and work at the facilities within the Swellendam and Cape Agulhas Sub-districts. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks.
- DUTIES** : Carry out ad-hoc maintenance and repair requests, perform or arrange preventative maintenance on plant and equipment, follow emergency maintenance protocols, at the hospital and health facilities within the sub-district. Carry out daily checks on generator, oxygen, and other machinery, adhere to the maintenance schedule for all facilities, and do regular facility inspections. Provide specifications for service provider jobs, attend site meetings, manage contractors. Ensure an organised and neat workshop, efficient and effective management and control of stock, tools and equipment, and perform administrative duties and ensure excellent record keeping. Responsible for the management and supervision of the maintenance team reporting to the Artisan Assistant. Provide assistance and support to managers, supervisor and colleagues.
- ENQUIRIES** : Ms N Wege Tel No: (028) 514-8400
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. Candidates may be subjected to a competency test.
- CLOSING DATE** : 14 March 2025
- POST 08/147** : **ARTISAN ASSISTANT (MECHANICAL)**
- SALARY** : R183 279 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience in the mechanical field. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act. Ability to carry out basic general welding tasks.
- DUTIES** : Assist with the execution of mechanical projects which will include fabrication & welding. Maintain and repair equipment at the hospital. Assist other departments within the workshop set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools.
- ENQUIRIES** : Mr. A.K Mgcodo / Mr EM Sithole Tel No: (021) 404-6251 / 6212
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 14 March 2025
- POST 08/148** : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL INPATIENTS)**
Central Karoo District
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Current registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends, and public holidays. Registration with SANC as an Enrolled Nursing Assistant. Willingness to rotate within the hospital Competencies (knowledge/skills): Good communication and interpersonal skills. Sound knowledge of SANC Regulation which prescribe nursing practice. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

- DUTIES** : Assist patients with activities of daily living. To provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective utilization of physical and financial resources.
- 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** : 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 the Central Karoo District for a period of 3 months from date of advert.
- CLOSING DATE** : 14 March 2025
- POST 08/149** : **TRADESMAN AID**
Overberg District
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum
Swellendam Hospital
Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in maintenance within a healthcare environment. Inherent requirement of the job: A valid (Code B/EB/C1) driver’s license. Physically fit to perform hard physical duties, operate power tools, work at heights and in confined spaces. Prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays. Wearing of uniform and safety boots as part of OHS requirements for duties related to post. Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and work independently and as part of a team. Knowledge of the operation of equipment and machinery and performing of basic maintenance.
- DUTIES** : (Key result areas/outputs): Perform routine electrical maintenance, repairs and maintenance of mechanical equipment, maintenance of buildings, and assisting with and following emergency maintenance protocols. Manage effective control over equipment, tools and materials, and maintain an organized workspace. Manage and perform job requisitions and perform administrative tasks relating to the post. Adhere to OHS prescripts during the performance of duties and monitor possible risks at facilities. Rendering a support function to supervisor and colleagues within the Swellendam Sub-District, performing standby duties and attend to after hour breakdowns and call outs.
- ENQUIRIES APPLICATIONS** : Mr L Finnes 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. Candidates may be subjected to a practical assessment
- CLOSING DATE** : 14 March 2025
- POST 08/150** : **PORTER (X2 POSTS)**
(Chief Directorate: Metro Health Services)
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum
Mowbray Maternity Hospital
Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in Porter duties in a hospital/health environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs, in/out of vehicles. Prepared to work in all departments / wards in the hospital. Valid (Code B/EB) driver’s licence.
- DUTIES** : Assist and accompany patients and transport patients per wheelchair/trolley/ bed from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to/from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with checking and replacing of medical gas in wards/treatment areas and assist with shifting/ transporting of medical equipment and report any defects. Respond to request from wards/departments and transport blood and blood products to/from blood Bank to Mowbray Maternity Hospital with GG transport.
- ENQUIRIES APPLICATIONS** : Mr B Arrison Tel No: (021) 659 4973
Applicatins 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.

CLOSING DATE : 14 March 2025

POST 08/151 : **GENERAL WORKER STORES (DENTAL SUPPLY CHAIN MANAGEMENT)**
(Chief Directorate: Rural Health Services)

SALARY : R131 265 per annum
CENTRE : Oral Health Centre: Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a store's environment. Competencies (knowledge/skills): Ability to work in a team. Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking.

DUTIES : Timeous delivery of stock to departments, theatre, and clinics in a cost effective and safe manner. Assist clerks with the receipt, storage and issuing of stock. Assist with the moving of equipment (assets). Maintain the audit trail of deliveries. Clean stores on a regular basis. Any ad-hoc duties.

ENQUIRIES : Ms B Linnert Tel No: (021) 937 3009
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payments of any kind are 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 other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/152 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum
CENTRE : Kraaifontein CHC
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. ABET (be able to read and write). Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirement of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties; and willing to rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in the multi-disciplinary team. Ability to work independently and unsupervised. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment e.g. Polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleansing agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Attend training sessions where applicable

ENQUIRIES : Ms. T Prince Tel No: (021) 934-7114
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. The pool of applicants will be considered for a similar post as a Cleaner within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a practical assessment/oral assessment.

CLOSING DATE : 14 March 2025

POST 08/153 : **MEDICAL OFFICER: GRADE 1 TO 3 (SESSIONAL) (39 HOURS PER WEEK)**
West Coast District
(Contract until 31 March 2026)

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

CENTRE : Vredendal Hospital (Placement at Lutzville Clinic): Matzikama Sub-District
REQUIREMENTS : Minimum educational qualification. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a 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. One 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 requirement of the job: Willingness to relieve at other Primary Health Care Clinics within the Sub-district as well as at Vredendal Hospital, including after hours. Willingness to rotate. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Clinical Service provision. Effective Record keeping. Service management. Training and Development.

ENQUIRIES : Dr. ECT Ockhuis Tel No: (027) 2132039

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

NOTE : Shortlisted candidates will be subjected to a practical 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 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 the Matzikama Sub District for a period of 3 months from date of advert.

CLOSING DATE : 14 March 2025

POST 08/154 : **MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS) (X6 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R457 per hour

Grade 2: R521 per hour

Grade 3: R603 per hour

CENTRE : Lotus River CDC, Grassy Park CDC, Retreat CHC

REQUIREMENTS : 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 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not A job opportunity 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 recognized 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized 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: Valid driver's license (Code B/EB) • Willingness to work within the geographic area at various facilities Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care, women and child health care and chronic diseases. Comprehensive, evidence based, direct patient-centred clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.)and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

DUTIES : Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. Participate in skills transfer and training activities. Active involvement in clinical governance activities in the substructure.

ENQUIRIES : Dr Katy Murie Tel No: 021 797 8451

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 the Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE

: 14 March 2025

POST 08/155

: **PHARMACIST GRADE 1 TO 3 (SESSIONAL) (20 SESSIONS PER WEEK)**

Chief Directorate: Metro Health Services
(1 Year Contract)

SALARY

: Grade 1: R387 per hour
Grade 2: R419 per hour
Grade 3: R 457 per hour

CENTRE

: Northern/Tygerberg Substructure

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional 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 requirements of the job: Valid (Code B/EB driver's licence. Willingness to travel within the Sub-structure. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Knowledge, insight and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain a high standard of professionalism.

DUTIES

: Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.

ENQUIRIES

: Ms. S Bhorat Tel No: (021) 534 4361

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. 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 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

: 14 March 2025

POST 08/156

: **SPEECH THERAPIST GRADE 1 TO 3 (SESSIONS)**

Cape Winelands Health District
(Contract end 31 March 2026)

SALARY

: Grade 1: R248 per hour
Grade 2: R290 per hour
Grade 3: R340 per hour

CENTRE

: Stellenbosch Sub-district

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a Professional Council: Current registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the

HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to be flexible and innovative in response to differing client needs and in line with the burden of disease within that area. Applicable therapeutic knowledge and skills within the field of speech therapy and rehabilitation. Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Provision of batteries for hearing aids and show good interpretation skills. Adequate technical knowledge and use of a screening audiometer to problem solve. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES

: Provide a clinical speech therapy service to inpatients and outpatients at district hospital or acute level as applicable to the designated work areas. Provide a clinical speech therapy service at primary healthcare level, including transitional care/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Perform clinical functions of identification, assessment, treatment, management, counselling and consultation for adults and children with communication disorders (E.g. CVA's, language, speech, voice and general communication disorders). Assessments of patients with swallowing disorders and appropriate management thereof. Perform basic hearing screening, otoscopy, screening otto acoustic emissions and tympanometry as appropriate and assistance with AAC devices Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Relevant in-service training and skills transfer at district, sub district and hospital level as applicable to the designated work area including transitional care /intermediate care facilities, and relevant NGO's. Liaise with other role players with regards to the client's need and family training and daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including the provision of batteries for hearing aids. Stock taking and ordering of consumables and related admin. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

ENQUIRIES APPLICATIONS

: Ms R Felix Tel No: (023) 348-8105
 : 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 Speech Therapist and Audiologist or Speech Therapist with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE

: 14 March 2025

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE

: 24 March 2024

NOTE

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

OTHER POSTS

POST 08/157

: **CHIEF ARCHITECT: HEALTH INFRASTRUCTURE REF NO: DOI 19/2025**

SALARY

: R1 042 170 per annum, (OSD as prescribed)

<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; A valid driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies: Knowledge of the following: Technical: Programme and project management; Architectural legal and operational compliance; Architectural operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment' Generic: 'Strategic capability and leadership; Financial management Conflict management Negotiation skills Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; 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 (MS Project, Word, Excel, and PowerPoint).
<u>DUTIES</u>	: Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.
<u>ENQUIRIES APPLICATIONS</u>	: Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 08/158</u>	: <u>ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI 20/2025 (X2 POSTS)</u>
<u>SALARY</u>	: Grade A: R371 253 - R396 522 per annum Grade B: R419 325 - R449 079 per annum Grade C: R472 812 - R556 080 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : An appropriate 3-year National Diploma in Electrical 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 driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<u>DUTIES</u>	: Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required;

Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES
APPLICATIONS**

: Ms J Thomas Tel No: (021) 483 2004/ (083) 488 5875
: Only applications submitted online will be accepted. To apply submit your application online only:
via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/159

: **MECHANICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI 21/2025**

SALARY

: Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449 079 per annum
Grade C: R472 812 - R 556 080 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 Engineering Mechanical 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 driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES

: Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES
APPLICATIONS**

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

POST 08/160

: **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): CIVIL AND STRUCTURAL: ENGINEERING SERVICES (EDUCATION INFRASTRUCTURE) REF NO: DOI 22/2025**

SALARY

: Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449 079 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 Engineering Civil and Structural 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 driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES

: Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new

technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881 / Email: Tanya.Potgieter@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/161 : **ASSISTANT DIRECTOR: FRAUD AND LOSS CONTROL REF NO: DOI 09/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree ((or higher qualification); A minimum of 3 years' experience in a fraud and loss control environment 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. Competencies: Knowledge of the following: WCG Loss Control processes and procedures; Management of Losses and Claims as per the PFMA, NTR, PTI, Government Motor Transport Handbook version 1 of 2019, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Excellent communication (verbal and. written) and report writing skills; Ability to assess evidence w.r.t losses and claims and investigation skills; Skills in organising, planning (time management), problem solving and analytical skills, meet strict deadlines monthly and quarterly; Monitor and prevent prescription.

DUTIES : Ensure that an integrated loss control system is kept; Manage all claims by or against the state; All losses and claims are reported and recorded; Oversee the recovery of losses and damages; Manage a heavy workload; Manage the process associated with writing off cases; Compile monthly statistics to Provincial Treasury; Manage the Contingent Liabilities; Compile the quarterly Loss Control consolidated report to Management; Provide quarterly inputs for the IFS and AFS; Distribution of cases; People Management; Skills Development and Operational Management; Ensure that targets and deadlines are met.

ENQUIRIES : Ms LD Atkins Tel No: (021) 483 3743
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/162 : **ASSISTANT DIRECTOR: SCM CAPACITY BUILDING REF NO: DOI 17/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in supply chain management/Finance/Audit environment. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Knowledge of the following: Supply Chain Management; Planning and organising; Problem solving and decision making; Project management; Communication and information management; Team membership.

DUTIES : Design, develop and implement a comprehensive capacity-building program to strengthen acquisition and contract management skills across the organisation; Identify skills gaps and create targeted training materials, workshops and programs tailored to procurement, contract management, and supply chain management; Facilitate capacity building in SCM, by the rollout of training initiatives, collaborating with other departments to ensure programs are well integrated with existing processes and meet organizational goals; Manage, co-ordinate, monitor and facilitate the successful implementation of capacity building initiatives in SCM, by engaging with internal stakeholders across various departments to understand capacity-building needs, challenges, and opportunities within acquisition and contract management; Implement the supply chain management system by using data analytics and employee feedback to continually improve acquisition and contract management methodologies; Prepare reports for leadership on program impact, recommending adjustments to improve outcomes; Draft and implement departmental policies and standard operating procedures with reference to capacity building in SCM (Acquisition and Contract Management).

ENQUIRIES : Ms P Van Der Merwe Tel No:(021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/163 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT) REF NO: DOI 18/2025 (X3 POSTS)**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree e equivalent or higher qualification; A minimum of 3 years' experience in a Supply Chain Management/Finance/Audit environment. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Principles and processes for providing

customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Public Finance Management Act (PFMA) Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations. Skills needed: Communication & Information management; Proven computer literacy; Numeracy; Project management; Planning and organising; Problem-solving and decision-making; Team membership.

DUTIES : Manage forms of bidding (competitive, limited, transversal and unsolicited) including policy. Perform the related activities to the functioning of the SCM committee system, inclusive of the secretariat service; Manage quotation procurement (written and verbal), emergency procurement and petty cash procurement; Manage forms of specialised procurement (consultants, IT, infrastructure/construction, roster, list of selected suppliers) policy, as well as managing the participating in contracts arranged by other organs of state policy; Facilitate, renew, extend and cancel contracts; Process contract amendments, contract breach and/or disputes and administer contract negotiations; Monitor and report on contracts and collate data for contract performance and relations.

ENQUIRIES : Ms P Van Der Merwe Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/164 : **ADMINISTRATIVE OFFICER: ROAD DESIGN REF NO: DOI 23/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 1-2 year post Matric Certificate (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Principles and processes for providing customer and personal service; Quality control; Technical knowledge; Information management; Public administration; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving & Decision-making; Planning & Organising; Citizen Focus & Responsiveness.

DUTIES : Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 2427
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/165 : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE REF NO: DOI 24/2025, (X2 POSTS)**

SALARY : Grade A: R429 930 - R462 084 per annum, (OSD as prescribed)
Grade B: R486 543 - R522 741 per annum, (OSD as prescribed)
Grade C: R556 080 - R654 252 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Architecture (B. Tech) or relevant qualification as recognised by the South African Council for the Architectural Profession (SACAP); A minimum of three years post qualification Senior Architectural Technologist experience; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).

DUTIES : Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.

ENQUIRIES : Mr D Nugent Tel No: (021) 483 8084
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/166 : **CONTROL ENGINEERING TECHNICIAN, MATERIALS SOURCING REF NO: DOI 82/2024 R1**

SALARY : Grade A: R522 741 per annum, (OSD), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A valid code B (or higher) driving license. Competencies: Knowledge of the following: TGravel wearing course material specifications and behaviour; Prospecting for gravel wearing course materials; Geology, Materials testing; Compilation of mine plans; Legal requirements for the establishment of gravel borrow pits (NEMA, LUPA, Road Ordinance); Land expropriation procedures; Borrow pit mining requirements; Materials Management Information System; Project Management; Research and Development; People skills and management; Skills needed: Problem Solving; Customer Focus and responsiveness; Planning and organising; Communication (written and verbal) and technical report writing; Financial Management; Decision Making; Liaison with other government departments.
- DUTIES** : Manage technical services; Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr M Hendrickse Tel No: (021) 483 3107
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 08/167** : **ASSISTANT DIRECTOR: HUMAN RIGHTS REF NO: LG 12/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Humanities, Social Sciences and/or Psychology or similar field; A minimum of 1-year relevant experience in the field of human rights or relevant. Recommendation: Relevant experience in the field of human rights and gender mainstreaming; Appropriate experience at operational management level with proven ability to function effectively and independently in specialized and integrated management environments; 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: Specialised field of gender, human trafficking, youth, disability, HIV/AIDS, children, older persons and social cohesion; Development, implementation, monitoring, evaluation and reporting on gender, human trafficking, youth, disability, HIV/AIDS and related policies and practices on gender mainstreaming; Understanding of international, national, provincial and regional instruments and legislation pertaining to the specific field of human rights and gender mainstreaming. Skills in the following: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc) Financial Management; Communication skills (written and verbal); Project management including monitoring, evaluation and report writing skills; Presentation and stakeholder management skills; Interpersonal, conflict and dispute resolution.
- DUTIES** : Manage the mainstreaming of human rights concerns into the core functions of the Department (creating an enabling environment for implementation); Manage the implementation of special projects on human rights such as HIV/AIDS, Gender, Human Trafficking, Youth, Disability, Children and Older Persons (i.e. external focus); Capacitating municipal focal persons and other relevant personnel through capacity building workshops, roadshows and awareness raising sessions for the advancement and implementation of human rights concerns and gender mainstreaming in municipalities; Manage the maintenance of sustainable partnership with relevant stakeholders and strengthen the participation/representation of the Department in the national and provincial special projects on human rights and gender mainstreaming; Manage the institutionalization of human rights concerns in municipalities; Manage the administration of external human rights and special projects in collaboration with municipalities and relevant stakeholders.
- ENQUIRIES** : Mr C Mitchell Tel No: (021) 483 3919

POST 08/168 : **ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 14/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration; A minimum of 3 years relevant experience. 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: Knowledge of public sector finance; Financial legislation in the public sector; Applicable financial management systems; Monitoring and reporting procedures; Statistical packages; Municipal finances; Project management. Skills needed: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES : To strengthen the internal capacity of municipalities to deliver on their constitutional mandate; To manage and coordinate municipal support interventions; Monitor and evaluate all projects; Gather all relevant information related to municipal performance and compliance.

ENQUIRIES : Jo-Anne Naidoo Tel No: (021) 483 4905

POST 08/169 : **ADMINISTRATION CLERK: DISASTER OPERATIONS REF NO: LG 11/2025**
(3-Year Contract Position in Tygerberg)

SALARY : R216 417 - R254 928 per annum (Level 05), plus 37% in lieu of benefits

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Admin procedures; Filing procedures; Creation of spreadsheets; Project financial projections; Basic financial. Skills needed: Proven computer literacy in MS Office (MS Word, Excel, PowerPoint); Written and verbal communication; Secretarial skills and minute taking; Planning and organising; Ability to work in a team and independently.

DUTIES : To provide administrative support to the Sub-Directorate; To exercise control of expenditure in the Sub-Directorate and provide inputs into the Sub-Directorate's budgeting processes; Manage and process staff records; Storeroom; Taking of minutes and logistical arrangements of various workgroups as identified by the sub directorate Head.

ENQUIRIES : Ms R Page Tel No: (021) 937 6355

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 24 March 2025

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

OTHER POSTS

POST 08/170 : **CONTROL PROVINCIAL INSPECTOR, WEST COAST REGION AND METRO REGION REF NO: WCMD 13/2025**

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 of Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Law Enforcement or Peace Officer; A valid driving licence (Code B or higher); No criminal record. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; AARTO Act 46/98; Criminal Procedures Act (CPA) 51/77; (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 W van der Merwe Tel No: (021) 911 0383

POST 08/171 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: WCMD 14/2025**

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 3 years management level experience an internal control working environment; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have 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; Departmental internal control systems, functions, processes and procedures; Compilation, implementation and maintenance of an Anti-fraud Strategic Plan for departmental fraud management; Compilation, implementation and maintenance of a Fraud Implementation and Operational Plan; Compilation, implementation and maintenance of Departmental Fraud and Corruption Prevention Plan; Compilation, implementation and maintenance of a departmental Corporate Governance Implementation Plan; Public Service Act, 1994, as amended (establishing norms and standards related to Integrity, Ethics, Conduct and Anti-Corruption in the Public Service); Public Service Regulations, 2016 (Chapter 2 related to Conduct, Financial Disclosure, Anti-Corruption and Ethics Management); Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions (promote the objective of good financial management in order to maximize service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Determination and Financial Disclosure Framework issued by DPSA; Directive on Other Remunerative Work Outside the employee's employment in the relevant department issued by the Minister for Public Service and Administration; Western Cape Mobility Department's Policy and Standard Operating Procedures for the Declaration and Acceptance of Gifts by Employees; Procurement and tendering processes; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Presentation; Interpretation; Observation; Planning; Organising; Monitoring; Decision-making; Results and Quality Management; Problem solving; Writing and Reporting; Analytical; Innovation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

DUTIES : Ensure proper governance, losses and fraud management services; Render assurance services; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Mr. R Wiggill Tel No: (021) 483 0600

POST 08/172 : **ADMINISTRATIVE OFFICER (INFO USER SUPPORT): SYSTEMS AND TECHNOLOGY REF NO: WCMD 11/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B (equivalent or higher qualification); A minimum of 1-year relevant experience in a systems and technology 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 public service legislation, policies, guidelines; public service procedures, processes and systems; Mobility related systems and technology; Database Management; Information and Records Management; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Planning; Problem-solving.

DUTIES : Administer information data, knowledge, wisdom and reporting platforms; Assist with the facilitation of ICT Governance Implementation and Monitoring; Provide administrative support to the Sub-directorate's business plan; Advise, guide and support users on the Sub-directorate's guidelines or Departmental systems.

ENQUIRIES : Ms TL Singh Tel No: (021) 483 5519

POST 08/173 : **SYSTEMS ADMINISTRATOR: ICT MANAGEMENT SERVICES REF NO: WCMD 12/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B (equivalent or higher qualification); A minimum of 2 years relevant experience in an ICT and systems support working environment. 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: Information Systems Technology and Software; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Planning and organisational skills.; Communication (written and verbal) skills; Proven computer literacy.
<u>DUTIES</u>	:	Administer ICT Systems; Coordinate and facilitate the provision of user system and desktop support in liaison with Cel and other service providers; Develop and maintain documentation for both training and server purposes; Facilitate the assurance of Government Motor Transport (GMT) IT system security and governance in liaison with SITA & other service providers; Provide GMT Desktop Support Services; Provide ICT Infrastructure Management Support.
<u>ENQUIRIES</u>	:	Mr C. Kriegler Tel No:(021) 467 4745
<u>POST 08/174</u>	:	<u>ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: WCMD 10/2025 (X9 POSTS AVAILABLE IN MAITLAND)</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	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. Recommendations: Administrative experience dealing with losses and claims; Paralegal qualifications/studies. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Office administration; Legal interaction and administration; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Claims environment; Systems and support services; Working procedures in terms of the working environment; Administration of losses, vehicle crashes and claims; National Road Traffic Act (93 of 1996) as amended; Prescription Act (68 of 1969) as amended; Skills needed: Proven computer literacy (MS Office package); data capturing; Planning and organising; Written and verbal communication; report writing and formulation; Problem solving and analytical thinking; Ability to analyse written reports and drawings; Ability to work in a team and independently; Ability to work under pressure.
<u>DUTIES</u>	:	Investigate car crashes and/or claims against the State and provide support with all tasks related to this process; Liaise with State Attorney/Legal Services regarding registered cases and provide administrative support to State Attorney with the gathering of information, amongst others; Investigate claims in favour of the State by obtaining and examining all information related to incident(s) and make recommendations on whether GMT should institute claim to recover losses or seek counsel from State Attorney; Institute claims against client departments for non-compliance of transport directives and GMT self-insurance excess claims; Investigate fleet losses (own damage) and non-vehicle related losses to ensure losses are reported accurately; Institute claims against relevant institutions/parties/persons to recover losses for non-vehicle related incidents; Provide management statistics and reports; Provide general administrative and clerical support.
<u>ENQUIRIES</u>	:	Ms C Jacobs Tel No: (021) 467 4731
<u>POST 08/175</u>	:	<u>ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: WCMD 15/2025 (X3 POSTS AVAILABLE IN MAITLAND)</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	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: Knowledge of the following: Working procedures in terms of the working environment; Skills needed: Computer Literacy; Financial and statistical analysis; Legal Administration; Conflict resolution skills; Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organisational skills in order to work with stringent deadlines; Ability to interpret legislation, policies and contracts; Written and verbal communication.
<u>DUTIES</u>	:	Processing paper based traffic offence notices received from traffic departments on Fleetman; Processing AARTO traffic offence notices on Fleetman; Electronic redirection of TMT (Traffic Management Technology) fines on Fleetman; Electronic redirection of City of Cape Town COO (Change of Offender) fines on Fleetman; Processing traffic offences in the paper based summons stage; Monitor the court date captured in fleet base; Processing department of Justice J175 paper based summary of summons issued; Contempt of court cases; Warrant for arrest of GMT proxy (paper based) and SMS notifications; Invalid traffic offence notices received by GMT; GMT management reporting; GMT APP (Annual Performance Plan) reporting; Testifying in disciplinary cases; Maintain the GMT traffic offence driver database; Processing of misuse cases; Maintain the GMT driver data base and driver sanctioning; Administrative support services.
<u>ENQUIRIES</u>	:	Ms C Jacobs Tel No: (021) 467 4731

<u>POST 08/176</u>	:	<u>INSPECTOR OF LICENCES: TRAFFIC LAW ADMINISTRATION (WORCESTER) REF NO: WCMD 23/2024 R1</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B (equivalent or higher qualification); A minimum of 2 years relevant administrative experience; A valid Code B (08) or higher driving licence. Recommendation: Appropriate Road Traffic legislation experience, Relevant NaTIS experience, Analysis and process of financial information; Willingness to travel regularly away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Proven computer literacy (Ms Office suite); Planning, organising and research skills; Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Investigate the following: Conditions of motor vehicle i.r.o applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles i.r.o the payment of licence fees; Tare reduction of motor vehicles; Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<u>POST 08/177</u>	:	<u>ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES/ADMINISTRATION SUPPORT (PAROW) REF NO: WCMD 50/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a traffic law enforcement working environment. Recommendation: Work irregular hours which at times includes holidays; Expected to travel within the province; A valid (Code B or higher) driving licence. NB: People with disabilities, but who have reasonable access to transport, may also apply. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms A Fennie Tel No: (021) 983 1500
<u>POST 08/178</u>	:	<u>ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (SOMERSET WEST) REF NO: WCMD 28/2024 R1</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B (equivalent or higher 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; Sound knowledge of 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; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
<u>DUTIES</u>	:	Render administrative support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
<u>ENQUIRIES</u>	:	Mr J Mostert at (065) 571 3198

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 08/179** : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: POCS 01/2025 (X2 POSTS)**
- SALARY** : R376 413 - R443 403 per annum (Level 08)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience; 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: Working knowledge of the following: Risk Management ISO 31000, Business Continuity Management ISO 22301, Information Security ISO 27001 and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.
- DUTIES** : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.
- ENQUIRIES** : Ms K Schumann Tel No: (021) 483 4061

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 08/180** : **STATE LAW ADVISOR: LEGAL ADVISORY SERVICES REF NO: DOTP 20/2025**
- SALARY** : LP 7: R884 268 per annum, all-inclusive salary package, (OSD as prescribed)
LP 8: R1 037 820 per annum, all-inclusive salary package, (OSD as prescribed)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Competencies: Knowledge of the following: Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law. Skills needed: Excellent legal writing; Excellent written and verbal communication; well-developed innovative problem-solving and analytical thinking; Sound organising and planning.
- DUTIES** : Advising and drafting formal (written) legal opinions for Members of the Executive, Heads of Department and senior officials on substantive legal matters; Negotiating, drafting and editing

contracts of substantial importance to the Administration; Drafting, scrutiny and editing of legal-technical correspondence; Liaising with the Litigation Unit in relation to matters that are related to substantial legal opinions rendered, legal advice given, or contracts drafted or edited; Liaising with the State Attorney in respect of requests for substantial legal opinions sourced from junior or senior counsel; Reporting to the Director: Legal Advisory Services (Governance & Economic Cluster) on all legal matters attended to; Timeous and diligent management of allocated matters, including the physical and electronic files relating to those matters.

ENQUIRIES : Ms G Jeffries Tel No:(021) 483 3268/ Glenda.Jeffries@westerncape.gov.za

POST 08/181 : **CHIEF PSYCHOMETRIST GRADE A: PROVINCIAL ASSESSMENT CENTRE REF NO: DOTP 22/2025**

SALARY : Grade A: R868 662 per annum, all-inclusive salary package, (OSD as prescribed)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : A recognised Honours/4-year Degree in Psychology, Industrial Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A minimum of 3 Years post-registration experience as a Psychometrist. Recommendation: A valid Code 8 driving licence. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills.

DUTIES : Render services in psychometric testing and assessment: Performing assessments, in particular ensuring the professional administration of appropriate psychometric test batteries for competency assessments, Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes, Responsible for providing feedback to clients on the results of competency/psychological assessments; Provide specialist advice on workplace psychological assessment: Design, management and evaluation of psychological assessment procedure in diverse settings and organisations and advise on the appropriate selection/compilation of test batteries, Contribute to the development of psychological tests and procedures and participate in policy development in respect of psychological assessment, Provide expert evidence and/or opinions with regard to test administration; Control and supervision: Provide guidance to team members, Manage the discipline of employees, Manage the workload of team member, Manage and monitor the day-to day workflow of the psychometric testing and assessment, Manage team requests for PAC resources to ensure operational efficiency and service delivery of the Provincial Assessment Centre, Manage performance (process and systems) of employees.

ENQUIRIES : Ms J Botha at (083) 673 6855

POST 08/182 : **SERVICE MANAGER: ECONOMIC/ GOVERNANCE AND ADMINISTRATION REF NO: DOTP 21/2025**

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) in Information Technology; A minimum of 5 years' experience in ICT management of which 3 years must be management experience. Recommendation: Relevant working experience in LAN and WAN technology. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Skills needed: Strategic Planning and co-ordination; Excellent communication (verbal and written) skills; Report writing, Presentation and workshop facilitation; Negotiation and conflict management.

DUTIES : Development, management of and reporting on a team of professionals rendering services to the client department; Guide the Development of Departmental IT Plans including capability mapping; Management and maintenance of Applications Portfolio Management Strategy roadmap and inventory; Strategic alignment and stakeholder engagement across all spheres of government, particularly within the department of Agriculture; Monitor and manage the analysis of business needs, user requirements, objectives and goals for approved ICT programmes/projects; Co-ordinate business requires for Broadband and the Enterprise network for DOA.

ENQUIRIES : Ms L Benting Tel No: (021) 483 8941

<u>POST 08/183</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND LOGISTICS REF NO: DOTP 15/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B (equivalent or higher qualification); A minimum of 5 years relevant experience. Recommendation: A valid code B drivers' license; LOGIS system certifications. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act- PFMA, National Treasury regulations- NTR's, Provincial Treasury Instructions- PTL's); Budgeting processes; Skills needed: Proven Computer literacy; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research; Excellent communication (written and verbal); Outstanding planning, organizing and people management; Access to and the ability to develop and maintain networks relevant to the task environment.
<u>DUTIES</u>	:	Manage and supervise staff who perform the following function and perform the more complex work in that regard: Demand Management, Logistics management; Supervision: Manage the staff of the unit, manage staff performance, Motivate, train, and develop staff, Staff planning ((recruitment, selection, leave management, well-being etc, Monitor information capacity building; Strategic Sourcing and Preferential Procurement / BEE; Broad knowledge on procurement activities; Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement; Knowledge on procurement policies/procedures/contract management.
<u>ENQUIRIES</u>	:	Mr R Hassiem Tel No: (021) 483 6625
<u>POST 08/184</u>	:	<u>CHIEF NETWORK TECHNOLOGIST: ECONOMIC/ GOVERNANCE AND ADMINISTRATION REF NO: DOTP 18/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A Minimum of 3 years' experience in network infrastructure management; A valid (code B or higher) driving license. Competencies: Knowledge of the following: Network (Wired & Wireless); Voice, compute and storage infrastructure and operations, including VOIP architecture and systems and corporate IPT solutions; Industry vendor knowledge, example Cisco, Huawei, Mikrotik products as well as Microsoft and Linux server environments; Local Area Networks; Wide Area Networks; Mobile Data Communications and Wireless Networks; Server and storage systems; Skills needed: PC, notebooks and printer (Ms Operating Systems and services); Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution.
<u>DUTIES</u>	:	Plan, design, develop, implement and maintain (operate) the following: Network infrastructure (design advanced network solutions and with advanced technologies, Server and Storage infrastructure; Ensure that effective programme and projects documented, executed and the appropriate reporting takes place on the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to infrastructure and ICT security and develop; Co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards and processes; Liaising with client departments and service providers; Manage a team of professionals and service providers, directly or indirectly.
<u>ENQUIRIES</u>	:	Mr W Moos at (021) 808 5067 and Mr E Petersen Tel No: (021) 826 5575
<u>POST 08/185</u>	:	<u>ASSISTANT DIRECTOR: PEOPLE POLICY REF NO: DOTP 23/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Department of the Premier, Western Cape Government A 3-year B-Degree (equivalent or higher qualification) in Industrial Psychology, Labour Law, Public Administration, or a related field; A minimum of 5 years' experience in policy research, development, drafting, and implementation in large organisations or the Public Service. Recommendations: Proficiency in labour law application, policy interpretation, and compliance; Strong ability to draft well-reasoned advisory notes and conduct in-depth policy analysis; Skilled in HR systems, business intelligence, and data visualisation; Academic contributions or research publications; A valid Code B driver's licence. Competencies: Knowledge and understanding of the following: In-depth knowledge of labour law, public service regulatory frameworks, governance principles, and compliance; Expertise in qualitative and quantitative research for evidence-based policy development; Skills needed: Strong analytical, problem-solving, and data interpretation; Proficiency in MS Office Suite, including advanced; Excel for data analysis and reporting; Excellent written and verbal communication, with the ability to draft clear reports, engage stakeholders, and tailor messaging effectively; Able to work independently and collaboratively.
<u>DUTIES</u>	:	The incumbent will be responsible for policy development, leading the drafting and implementation of evidence-based HR policies that align with legislation and strategic goals, ensuring they are forward-thinking, adaptable, and responsive to organizational needs; Provide stakeholder engagement & advisory services to senior leadership and key stakeholders, ensuring

policy alignment and fostering cross-departmental collaboration for effective implementation; Ensure governance and compliance of all HR policies with labour laws and public service regulations, overseeing quality assurance through regular reviews and updates; Perform data analysis and decision-making by utilizing data to inform HR policy development, anticipate workforce needs, and proactively adjust policies based on evidence and HR trends; Perform managerial functions by managing operations, employees, and budgets to ensure efficient policy implementation, leading and mentoring the team to achieve divisional goals.

ENQUIRIES : Ms L Reutener at Louisa.Reutener@westerncape.gov.za

POST 08/186 : **ASSISTANT DIRECTOR: PEOPLE ANALYTICS REF NO: DOTP 24/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (Bachelor's degree or equivalent) in Data Analytics, Statistics, Information Systems, Business Administration; A minimum of 5 years' relevant experience particularly in people analytics or data analysis role, with at least 2 years in a leadership position involving project management, team mentorship, or decision-making within an organisational setting. Recommendation: Honours Degree; A valid code B driver's license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: People Analytics and Workforce Management, workforce planning, HR metrics, and how data informs people management and organisational strategy; Data Management and Governance. Expertise in data governance, quality, integration, privacy regulations (POPIA, GDPR), and ethical data use; Analytics & Reporting. Proficiency in statistical analysis, predictive modelling, data mining, and visualisation tools (Power BI, Tableau) for insights and reporting; Project and Stakeholder Management. Ability to manage analytics projects, align data insights with strategy, and communicate findings effectively to diverse audiences, Legal & Ethical Compliance. Understanding of public sector data regulations, confidentiality, and secure data handling. Skills needed: Data Engineering; Strong in stakeholder engagement and communication; Proven in project management; Expertise in programming languages such as Python, R, or SQL for data automation, processing, and analytical model development.

DUTIES : The incumbent will be establishing and maintaining data pipelines, ensuring seamless data extraction, transformation, and loading (ETL) processes across multiple systems, ensuring quality, integrity, and compliance (e.g., POPIA), and optimising workflows for timely, accurate delivery; Apply people analytics and workforce insights to identify trends, generate actionable insights on performance, engagement, and retention, and develop reports that inform decision-making; Lead strategic advisory and stakeholder engagement by aligning data insights with organisational goals, driving data-driven decision-making, and training stakeholders on data interpretation; Manage reporting, visualisation, and dashboard development by creating interactive dashboards (e.g., Power BI, Tableau), automating reports, and standardising templates for effective decision support; Provide people management, project leadership, and operational oversight by managing operations, employees to ensure efficient implementation. Oversee projects, track progress, and foster a high-performance work environment while mentoring the team to achieve business goals.

ENQUIRIES : Mr W Wilson at warren.wilson@westerncape.gov.za

POST 08/187 : **PERSAL CONTROLLER: PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 17/2025**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years Pay Roll and People Management Transactional Services experience. Recommendations: A valid (Code B or higher) driving licence; Specific PERSAL job-related courses: PERSAL Introduction,- PERSAL Establishment, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Service Terminations, PERSAL Leave administration, PERSAL Reports and Overviews; Experience in staff matching and placing procedures and implementation incl. secretariat functions; Advanced excel (pivots, formulas and charts); Knowledge of: Policy interpretation; occupational classifications; National & Provincial policies, acts and Resolutions pertaining to people management practices; Expertise in auditing large datasets. Competencies: Knowledge of the following: People Management & financial legislation & regulations, Determinations, Resolutions and policy (Incl interpretation & implementation thereof); Skills needed: Communication (written and verbal); Policy interpretation and implementation; Research; ability to network and relate to clients; Proven computer literacy; Follow instructions, procedures and working with detail; Analytical thinking, problem solving, planning and organizing; ability to conceptualise, possess an innovative mindset and deliver results to meet clients expectations, Presenting and facilitating.

DUTIES : Update and maintain PERSAL system: Create/activate, deactivate, link components, subcomponents, objectives, pay points, and responsibilities to the main PERSAL structure; Monitor salary runs to ensure updates of transactions, payments and maintain information integrity on the PERSAL system. Assisting with system errors and distribution of exception/audit

reports; Create/amend departmental codes and ensure accurate linkage to BAS; Establishment Administration: Maintain PERSAL organizational structures and posts incl. vacancy management, audit, linkages of posts to funding approvals to acting and recruitment processes; Provide guidance and administrative support on implementing personnel implications stemming from OD amendments & Job Evaluation (JE); ; Distribute establishment data/post lists & system report; PERSAL User Administration (support desk): Administer PERSAL user Access to job function for CSC departments; Evaluate and Register System Change Control (SCC); Access Security Control Audit Report & Verification of login violations (RACF); Providing of PERSAL information & reports to clients; Provide user guidance, support and inhouse manuals to PERSAL users based on system enhancements and People management practices (PM practices).

ENQUIRIES

:

Ms E Sawall Tel No: (021) 483 9862

POST 08/188

:

SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND LOGISTICS MANAGEMENT REF NO: DOTP 19/2025

SALARY

:

R376 413 - R443 403 per annum (Level 08)

CENTRE

:

Department of the Premier, Western Cape Government

REQUIREMENTS

:

An appropriate 3-year B- Degree/National Diploma; A minimum of 3 years relevant experience. Recommendations: A valid code B driving licence; LOGIS certifications. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act-PFMA, National Treasury regulations- NTR's, Provincial Treasury Instructions- PTI's); Budgeting processes; Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Broad knowledge on procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Skills needed: Excellent inter-personal; Excellent communication; Proven computer literacy; Analytical thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research; Stakeholder and Relationship management.

DUTIES

:

Prepare annual procurement planning and aspects of demand management needs, commodity and market analyses; Facilitate drafting of specifications and terms of reference for clients; Maintain and supervise payment management process to ensure timely payment and the prevention of irregular or fruitless and wasteful expenditures; Perform expenditure analysis with respect to payments, quotations and bids; Supervise the effective and efficient management and administration of all provisioning and orders entered on behalf of the department; Render systems controller function; Build capacity and support users.

ENQUIRIES

:

Mr R. Hassiem Tel No: (021) 483 6625

POST 08/189

:

CHIEF HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 16/2025 (X2 POSTS)

SALARY

:

R308 154 - R362 994 per annum (Level 07)

CENTRE

:

Department of the Premier, Western Cape Government

REQUIREMENTS

:

Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: Working knowledge of the following: Appointments and Compensation; PERSAL certification; Experience in acting allowances and complex calculations including OSD. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Compensation for Occupation Injuries and Diseases Act and Labour Relations Act; Registry duties, practices as well as the ability to capture data, operate computer; PERSAL systems. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written, verbal and presentation); Strong leadership; Planning and organizing; Ability to Analyse, conceptualize and implement policies and procedures; Conflict resolutions.

DUTIES

:

Supervise and undertake the more complex implementation and maintenance of people management administration practices: Render all administrative service related to appointments and payroll matters i.e. appointment nominated candidates on PERSAL, Appointment and Payments of temporary workers and promotions, Transfers within or into the WCG, secondments and acting appointments, Verification of qualification; Handle people management administrative related enquiries; Perform supervisory tasks: Motivate, train and guide staff; Administer requests for Acting with Remuneration in accordance with Acting policy.

ENQUIRIES

:

Ms P Mbobo Tel No: (021) 483 2494

PROVINCIAL TREASURY

CLOSING DATE

:

24 March 2025

NOTE

:

Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application)

is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 08/190 : **ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACT MANAGEMENT REF NO: PT 02/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B (equivalent or higher qualification); A minimum of 3 years' experience in a Supply Chain Management; 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: Vendor management and supplier development; South African marketplace. Competencies: Knowledge of the following: Strategic sourcing and preferential procurement; Research and analysis; Writing and reporting; Analysing; Planning and organising; Learning and researching; Applying expertise and technology; Written and verbal communication.

DUTIES : Develop and design strategic procurement framework and strategies; Monitor the implementation of strategic procurement risks; Provide demand management services; Provide acquisition management services; Facilitate the performance of transversal contracts.

ENQUIRIES : Ms L Cupido Tel No: (021) 483 5486
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/191 : **ASSISTANT DIRECTOR: OFFICE OF THE HEAD OFFICIAL REF NO: PT 03/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Experience in the following: Government communications, media relations or public sector strategic communication; Digital communication, including social media management and website content development; Strong writing, editing and content development skills across various platforms; Familiarity with branding and corporate identity management within the public sector. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People management practices; Labour relations; Financial management; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices. Skills in the following: Written and verbal communication; Proven computer literacy; Project management; Strategic planning.

DUTIES : Operationalise and coordinate communication campaigns and products; Operationalise and coordinate the department's corporate identity and brand; Operationalise the provision of a media liaison service; Operationalise the provision of language and translation service; People management.

ENQUIRIES : Ms N Ismail Tel No: (021) 483 3479
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/192 : **COMMUNICATION OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT, REF NO. PT 34/2024 R1**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Communications, Public relations or related field; 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: Experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator), Mailchimp and Canva; Digital and social media; Photography; Web content management and systems as Drupal. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Implementing communication policy and strategies; Global, regional, local, economic and social affairs impacting the citizen and the Western Cape Government; Skills needed: Proven computer literacy; Written and verbal communication; Social management; Graphic design.

DUTIES : Develop, monitor and enhance the department's corporate identity and brand; Design and implement communication campaigns and products; Coordinate and report on website analytics and social media campaigns; Provide a media liaison and events management service.

ENQUIRIES : Ms N George Tel No:(021) 483 9910

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

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 24 March 2025

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

OTHER POSTS

POST 08/193 : **SOCIAL WORK POLICY DEVELOPER: POLICY ALIGNMENT REF NO: DSD 32/2024 R1**

SALARY : Grade 1: R429 573 - R487 650 per annum, all-inclusive salary package, (OSD as prescribed)

Grade 2: R507 198 - R687 918 per annum, all-inclusive salary package, (OSD as prescribed)

CENTRE : Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management practices; Labour relations; Financial management; Policy analysis and development; Knowledge of global, regional and local political, economic and social affairs impacting on the WCG; Skills in the following: Written and verbal communication; Interpret and apply relevant policies and procedures; People management planning; Problem solving; Facilitation; Presentation; Policy formulation; Policy analysis; Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Financial and administration; Project management; Ability to analyse, conceptualise and implement policy; Research.

DUTIES : Provide policy alignment services within the Department: Analyse and review existing social welfare and community development policies to ensure the alignment of policies within the Department: Monitor, interpret and review legislation, policies and procedures; Facilitate the implementation of transversal social welfare and community development policies and legislation; Manage the policy register; Provide advice and support on transversal matters that impact on policy development: Develop proposals to amend/maintain the relevant policies and procedures to ensure they align with the transversal policy imperatives; Provide input into the development of new social welfare and community development policies: Assess line-specific and other draft policies using assessment templates, the policy register and other available legislation; People Management: Participate in the recruitment and management of staff to ensure the achievement of the component's Business Plan.

ENQUIRIES : Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za

POST 08/194 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: STAKEHOLDER MANAGEMENT REF NO: DSD 05/2025**

SALARY : Grade 1: R367 878 - R413 373 per annum, (OSD as prescribed)

Grade 2: R429 573 - R487 650 per annum, (OSD as prescribed)

Grade 3: R507 198 - R687 918 per annum, (OSD as prescribed)

CENTRE : Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Recommendations: A valid code B drivers' license. Competencies: Knowledge of the following: NPO sector; Community development; Policy analysis and development; legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Extensive knowledge and experience in stakeholder management; Skills needed: Excellent Communication (written and verbal) ; Proven computer literacy; Financial Management; Monitoring and Evaluation; Planning and organising; Ability to compile complex reports.

DUTIES : Develop, implement and maintain community development policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Research and development related to youth development programmes; Perform the administrative functions required in the unit; Stakeholder management; Work integratedly with other government entities i.e. other government departments. Local municipalities and not for profit sector; Manage the departments District Development Model sector plan.

ENQUIRIES : Ms D Dreyer Tel No: (021) 483 4013

POST 08/195 : **ADMINISTRATIVE SUPPORT OFFICER: PROFESSIONAL DEVELOPMENT REF NO: DSD 01/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate post school qualification (Certificate/Diploma/ NQF level 5 or higher qualification); A minimum of 3 years relevant experience; A valid code 08 Drivers' licence. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulation, Employment Equity Act and Skills Development Act; Related human resource development regulatory and legislative framework within the public-sector; Provincial human resource management policies, service level agreement and service schedules in terms of the working relationship with the Corporate Services Centre (CSC); Various human resource development plans and committees that are prescriptive in terms of the regulatory frameworks; Skills needed: Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic financial administration; Basic Research; Analyse documents and situations; Ability to access research sources; Function as a team member; Draft documentation like submissions, letters, etc; Sound organizing, planning and time management skills (for example: workshops, conferences, events); Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal).

DUTIES : Maintain and report on the Professional Development Portfolio: Collation of departmental inputs for the Departmental Workplace Skills Plan, quarterly and annual training reports, Human Resource Development Implementation Plan/Report and other professional development related reports, Provide support for professional development related activities, i.e. rollout of learning programmes, internships, learnerships, internal and external bursaries, Database management and recordkeeping of professional development activities i.e. internships, learnerships, registration with professional bodies, internal and external bursaries; Monitor continuous professional development and statutory registration of health and social service practitioners: Maintenance and monitoring of an accurate and updated database for all practising health and social service practitioners annually: Monitor the CPD points accumulated annually by health and social service practitioners as required of all registered OSD professionals: Handle all enquiries relating to statutory registration; Co- ordinate the establishment and functioning of human resource or professional development related forums, Serve on the departmental Human Resource Development Forum, Provide secretariat function for human resource or professional development related forums, Provide logistical support for human resource or professional development related forums; Assist in the roll-out of capacity building initiatives for the department: Source professional development solutions through the procurement of relevant accredited/registered service providers for needs-based training interventions; Implement transformation programmes and people empowerment interventions: Ensure display of statistics (EEA2 and EEA4) at various SDA offices within the department, Provide assistance and support to departmental forums, i.e. forums for persons with disabilities women, men, and youth: Ensure the display of all EE legislation / prescripts (i.e. Basic Conditions of Employment Act and Employment Equity Act, etc.) Implement the roll out of diversity training interventions within the department, assist with awareness sessions in respect of diversity training interventions; Implement and report on the Professional Development Portfolio: Assist management support staff in all administrative duties, Develop and maintain processes and systems that will contribute towards improving efficiency in the office, Oversee and provide effective guidance and advice on the flow of information and documents, to and from the chief directorate/directorate; People Management: Participate in the recruitment and selection of staff, Promote sound employee relations within the component, Actively manage and promote the maintenance of discipline.

ENQUIRIES : Ms T Mtheku Tel No: (021) 483 5763

POST 08/196 : **PERSONAL ASSISTANT: EXECUTIVE SUPPORT REF NO: DSD 02/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience

in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge and understanding of the following: Regulations, policies, prescripts and procedures; Financial Administration; Skills needed: Written and verbal; Telephone etiquette; Proven computer literacy; Organising; Reliable; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Self-management and motivation.

DUTIES : Provide a secretarial and receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

ENQUIRIES : Ms P Van Wyk Tel No: (021) 483 6741

POST 08/197 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 04/2025**

SALARY : R216 417- R254 928 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Financial norms and standards (Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; A guide for Accounting Officers and Authorities (SCM); Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

DUTIES : Render demand, acquisition, and logistics clerical support; Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or a similar system; Render budget support services; Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers/databases.

ENQUIRIES : Mr L Moodie at (066) 413 5970