

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

<u>CLOSING DATE</u>	:	14 April 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 11/116</u>	:	<u>DIRECTOR: BUSINESS PLANNING AND STRATEGY REF NO: AGR 30/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	B degree (NQF 7 as recognised by SAQA) in agricultural economics, economics, agriculture, planning or related subject fields; A minimum of 5 years middle or senior management experience; A valid code B drivers' license. Competencies: Knowledge of the following: Expert knowledge of the Western Cape Agricultural Sector within the context of the South African, African and Global Sector; Proven ability to analyse and advise on strategic and policy matters (provincial / national / international / contemporary issues in agricultural and economic context; Understanding the whole value chain of the Agricultural Sector and ability to analyse and comment on trends and disruptions in the Sector; Expert knowledge of government planning, evaluation and reporting frameworks and processes; Ability to provide perspectives on issues of the day; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Basic knowledge and understanding of Labour

- Relations legislation and regulations; Proven knowledge and understanding of performance management in general; Technical report writing; Networking.
- DUTIES** : Line Management; Provide expert counsel on agricultural economic and related matters for high-level decision making; Manage the transversal strategic planning, evaluation monitoring and reporting processes for the Department; Promote departmental communication; Manage the departmental involvement in the integrated development planning process; Strategic Management; Financial Management; People Management.
- ENQUIRIES** : Dr Mogale Sebopetsa Tel No: (021) 808 5005 / Mogale.Sebopetsa@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>

OTHER POSTS

POST 11/117 : **DEPUTY DIRECTOR: ANIMAL AND PLANT PRODUCTION (ELSENBURG) REF NO: AGR 16/2025**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree (equivalent or higher qualification); A minimum of 5-years relevant middle management experience (managerial experience in an academic environment). Recommendation: MSc Agriculture or equivalent qualification; 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: Policy development about training; Strategic management; Human resource management and development; Financial management; Agricultural directed practices; Relevant legislation and policies; Training programmes; Relevant service, research and farming machinery; Skills needed: Written and verbal communication; Interpersonal; Change management; Proven computer literacy; Supervisory; Analytical ability.

- DUTIES** : Manage and develop relevant quality training programmes; Client services/stakeholder management and engagement/liaison; Policy determination; Financial management; People management; Procurement management.

- ENQUIRIES** : Mr G Stander Tel No: (021) 808 5019
- 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 11/118 : **PROJECT MANAGER: RURAL DEVELOPMENT COORDINATION-(ELSENBURG) REF NO: AGR 23/2025**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration, Business Administration or Social Science; A minimum of 3 years' experience in project planning, management, and coordination; 5 years' experience in community and or stakeholder liaison in a development environment; 5 years exposure to community development and social cohesion initiatives; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: A relevant B-Degree. Competencies: Knowledge of the following: South African rural socio-economic context; Public Finance Management Act; Strategic management procedures; Labour relations Act; Public service and procedures; Supply chain management; Skills needed: Proven computer literacy; Written and verbal communication; Analysing; Leading and supervising; Persuading and influencing; Planning and organising; Deciding and initiating action; Working with people; Delivering results and meeting customer expectations; Relating and networking.

- DUTIES** : Manage and achieve the targets of the sub-programme towards rural development coordination towards economic development in rural areas; Manage and achieve the targets of the sub-programme social facilitation towards the improvement of socio-economic development in rural areas; Manage and achieve the targets of the sub-programme to enhance the image and socio-economic conditions of agri-workers; Promote internal and external integration for the department; Provide human resource management, financial management and strategic management.

- ENQUIRIES** : Ms J Pandaram Tel No: (021) 808 5362

- 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 11/119** : **SENIOR LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 22/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification) in Viticulture and Oenology; A minimum of 6 years appropriate experience. Recommendation: Successfully completed training as an assessor and/or moderator; Expertise to teach related subject. Competencies: Proven knowledge of the subject field; Skills needed: Supervisory and management; Communication (written and verbal); Computer literacy; Leadership; Planning and Organising; Formal training and presentation.
- DUTIES** : Ensure that classes are conducted by supervisees; Develop and implement the academic curriculum for the subject field; Conduct classes; Prepare lesson plans and present practical, theoretical and/or short courses; Ensure that student advisory services are provided; Perform and oversee administrative and related functions; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field; Renew and develop course material and study guides.
- ENQUIRIES** : Mr L Conradie Tel No: (021) 808 7701
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 11/120** : **SENIOR AGRICULTURAL ADVISOR: POMOLOGIST (CALEDON) REF NO: AGR 31/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc Agric degree (NQF 8) or higher majoring in Pomology or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 year's experience in pomology extension; A valid code B (or higher) driving license. Recommendation: Relevant experience in fruit production. Competencies: Knowledge of the following: Wine and Table grape production; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Sound organisational and leadership abilities; Proven Computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint).
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.
- ENQUIRIES** : Mr D Chitepo Tel No: (021) 808 5100
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 11/121** : **SENIOR AGRICULTURAL ADVISOR: VITICULTURE (WELLINGTON) REF NO: AGR 32/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : An appropriate 4-year BSc Agric degree (NQF 8) or higher majoring in Viticulture or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 year's experience in Viticulture; A valid code B driving license. Recommendation: Relevant experience in wine and table grape production. Competencies: Knowledge of the following: Wine and Table grape production; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Sound organisational and leadership abilities; Proven Computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint).
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS);Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's)in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.
- ENQUIRIES** : Mr D Chitepo Tel No: (021) 808 5100.
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 11/122** : **SENIOR AGRICULTURAL ADVISOR: LIVESTOCK (BEAUFORT WEST) REF NO: AGR 33/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc Agric degree (NQF 8) or higher majoring in Livestock or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving license. Recommendation: Relevant experience in animal production (livestock). Competencies: Knowledge of the following: Production of livestock; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Sound organisational and leadership abilities; Proven Computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint).
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS);Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's)in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.
- ENQUIRIES** : Ms V Erasmus Tel No: (023) 414 9202
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>

<u>POST 11/123</u>	:	<u>AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 29/2025 (X2 POSTS AVAILABLE IN WELLINGTON AND CERES)</u>
<u>SALARY</u>	:	R376 413 - R443 036 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); 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; Crop and animal production in the specific area, also markets and value adding; Practical research; Land reform programme and project implementation; Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office(Excel, Word, PowerPoint and Outlook); Problem solving(research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations.
<u>DUTIES</u>	:	Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System(AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government.
<u>ENQUIRIES</u>	:	Mr D Chitepo at Tel No: (021) 808 5100.
<u>APPLICATIONS</u>	:	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 11/124</u>	:	<u>CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: CENTRAL KAROO (LAINGSBURG) REF NO: AGR 24/2025</u>
<u>SALARY</u>	:	Grade A: R371 253 - R396 522 per annum, (OSD as prescribed) Grade B: R419 325 - R449 079 per annum, (OSD as prescribed) Grade C: R472 812 - R556 080 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.
<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 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; 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; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Ms PJ Pienaar at (083) 649 9306
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 11/125 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: EDEN (OUDTSHOORN) REF NO: AGR 27/2025**

SALARY : Grade A: R371 253 - R396 522 per annum, (OSD as prescribed)
Grade B: R419 325 - R449 079 per annum, (OSD as prescribed)
Grade C: R472 812 - R556 080 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering)experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.

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 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; 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; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr H Muller Tel No: (044) 803 3721
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 11/126 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: EDEN (RIVERSDALE) REF NO: AGR 28/2025**

SALARY : Grade A: R371 253 - R396 522 per annum, (OSD as prescribed)
Grade B: R419 325 - R449 079 per annum, (OSD as prescribed)
Grade C: R472 812 - R556 080 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.

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 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; 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 technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr H Muller Tel No: (044) 803 3721
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 11/127 : **PERSONAL ASSISTANT: RURAL DEVELOPMENT (OFFICE OF THE CHIEF DIRECTOR)- ELSENBURG REF NO: AGR 25/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Agriculture, 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 minimum of 3years experience in rendering a support service to management/ senior management. 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 and understanding of the following: Regulations/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government. Skills needed: Proven computer literacy; Written and verbal communication; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people; Ability to act with text and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

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

ENQUIRIES : Ms J Pandaram Tel No: (021) 8085362
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 11/128 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (LADISMITH) REF NO: AGR 14/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. **Recommendation:** National Diploma or equivalent qualification; Relevant experience. **Competencies:** Knowledge and understanding of effective records management system; Written and verbal communication skills; Proven computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint); Interpersonal, organising and human relation skills; Ability to accept accountability and responsibility; Ability to work independently and unsupervised.

DUTIES : Updating the registers and statistics; Handling routine enquires; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the income and outgoing document register of the component; Provide secretariate assistance and logistical support with stakeholder engagements; Provide clerical support with the compilation of training plans.

ENQUIRIES : Mr W Burger Tel No: (044) 803 3747
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 11/129 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (GOODWOOD) REF NO: AGR 15/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: National Diploma or equivalent qualification; Relevant experience. Competencies: Knowledge and understanding of effective records management system; Written and verbal communication skills; Proven computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint); Interpersonal, organising and human relation skills; Ability to accept accountability and responsibility; Ability to work independently and unsupervised.
<u>DUTIES</u>	:	Updating the registers and statistics; Handling routine enquires; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the income and outgoing document register of the component; Provide secretariate assistance and logistical support with stakeholder engagements; Provide clerical support with the compilation of training plans.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Obose Tel No: (021) 808 7082. 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 11/130</u>	:	<u>FARM FOREMAN: FARM SERVICES (WORCESTER VELD RESERVE) REF NO: AGR 21/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 - R254 928 per annum (Level 05) Department of Agriculture, Western Cape Government Senior certificate/Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code 8) driving license. Recommendation: Practical experience in the following: General farm work; Soil cultivation, preparation for different pastures with tractors and various equipment (Handling of irrigation equipment/planting, fertilising, spraying and harvesting of seeds for veld restoration); Cleaning, weighing, sorting and packaging seeds and plant material harvested for veld restoration and research; Assisting with preparation of veld research trials and data collection; Water supply related activities/handling of tractors and equipment's, tools, vehicles/fencing; Maintenance of infrastructure; Supervision of personnel and admin related functions. Competencies: A good understanding of the following: Plant science and research: General farm work; Maintenance of infrastructure; Supervision of personnel; Administration related functions; Written and verbal communication skills.
<u>DUTIES</u>	:	Overseeing routine activities in the following: Crop production; Animal production; General farmwork; Infrastructure maintenance activities; Admin related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Swart Tel No: (021) 808 7809 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 11/131</u>	:	<u>FARM AID: FARM SERVICES (OUTENIQUA) REF NO: AGR 20/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 – R154 626 per annum (Level 02) Department of Agriculture, Western Cape Government Basic literacy and Numeracy (ABET level 3/Grade 7). Recommendation: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems. A valid (Code B or higher) driving license. Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills.
<u>DUTIES</u>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H.S Gerber Tel No: (044) 803 3727 To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 02 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department

POST 11/132 : **FARM AID: NUTRITION AND PRODUCT QUALITY (ELSENBURG) REF NO: AGR 26/2025**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and Numeracy (ABET level 3/Grade 7). A valid code B (or higher) driving license. Recommendation: Relevant livestock farming experience. Competencies: Knowledge of Livestock farming; Skills needed: Basic Communication; Good analytical skills; Attention to detail, technical accuracy; Planning to meet strict deadlines; Ability to follow procedures/methods; Ability to work under pressure.

DUTIES : Flock maintenance (routine tasks with sheep farming and research); Livestock care and feeding; Research support with regards to sheep research being done; General farm work; Infrastructure maintenance; Perform weekend duties.

ENQUIRIES : Ms. M. Mulaudzi at (021) 808 5220
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 14 April 2025

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

OTHER POSTS

POST 11/133 : **DEPUTY DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: CAS 03/2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' management level experience. Competencies: Knowledge of the following: The business and organisational structure of the department; Corporate governance requirements, with particular reference to prescribed plans and

committees (in as far as they relate to the work of the CSC); The provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human resources management systems (as supervisor of own employees); Skills needed: Proven computer literacy in MS Office; Planning and organising; Basic research; Analytical; Communication skill (written and verbal); Conceptual, Interpretative and formulation; Ability to work independently and as part of a team.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Mr S Julie Tel No: (021) 483 3134

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

POST 11/134 : **ADMINISTRATIVE OFFICER: ARCHIVES ADMINISTRATIVE SUPPORT SERVICE, REF NO: CAS 05/2025**

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

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years experience in Human resource and general administration. Recommendation: Working knowledge of PERSAL or similar system. Competencies: Knowledge of the following: Financial Management and Supply Chain management Services and registry duties; Human Resource Management including Recruitment and selection process; Budget management; Procedures in terms of the working environment; Filing of HR documents; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Human Resource Planning; Finance and Audit; Ability to work independently and as part of a team; Ability to deal with sensitive matters.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Ms A Kupe Tel No: (021) 483 0411

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

POST 11/135 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: CAS 07/2025**

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

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Public Management or Supply Chain Management; A minimum of 3 years relevant experience in a Supply Chain Management environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Management; Public Finance Management; Supply Chain Management; Skills needed: Proven computer literacy (MS Office); Written and verbal.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Ms M Hendricks Tel No: (021) 483 2436

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

POST 11/136 : **LIBRARIAN: SELECTION REF NO: CAS 10/2025**

SALARY : R308 154- R 362 994 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; A minimum of 1 year experience in collection development and evaluation of library material Recommendation: Experience in the following: Cataloguing experience using AACR2 or RDA; Afrikaans literature and Afrikaans publishing industry; Electronic resources collection development. Competencies: Knowledge of the following: Book knowledge; Library selection procedures; Library Information Management System; MARC21; Budgeting; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Attention to detail; High level reading ability; Planning and organisational; Time management; Ability to work under pressure.

DUTIES : Evaluation of library material; Creation of bibliographic records; Collection development; Promotion of library material.

ENQUIRIES : Mr S Jonck Tel No: (021) 483 5475

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/137** : **LIBRARIAN: CATALOGUING SECTION REF NO: CAS 11/2025**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; A minimum of 1 year experience in online cataloguing and classification. Competencies: Knowledge of the following: Collection Development; Library and Information science; Prescripts and legislation; Library Procedures and Processes; Skills needed: Proven computer literacy; Written and verbal communication; Interpersonal and information interpretation; Document writing; Good presentation and organising; Online searching; Online cataloguing; Problem solving ability; The ability to work within teams and perform under pressure.
- DUTIES** : Cataloguing and classification of new library materials; Quality control of the Library Information Management System database; Answering cataloguing queries and assist with general office administration; Checking the cataloguing and classification of new library materials.
- ENQUIRIES** : Mr B Meyer Tel No: (021) 483 2441
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/138** : **ADMINISTRATIVE OFFICER: KNOWLEDGE RESOURCES REF NO: CAS 15/2025**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent); A minimum of 6 years administration experience. Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Recreation, MOD Programme, School Sport, Sport and Cultural; Knowledge resources and management; Monitoring and evaluation; Mentoring, assessing and quality assurance; Recreation, MOD Programme, School Sport and its activities and procedures; Relevant recreation, MOD Programme, school sport and sport policies, rules and regulations; The White Paper on Sport; The National Sport and Recreation Plan; The Sport for Life Concept; Statuary prescripts surrounding the Public Service, e.g. Public Service Act & Regulations and Public Finance Management Act (PFMA); Knowledge of the relevant regulations and processes
- DUTIES** : Contribute to the operational planning of the component by means of knowledge resources input; Implement relevant knowledge resources related aspects of the operational plan and achieving relevant objectives within the prescripts of the relevant regulations; Manage and maintain the relevant business planning processes; Ensure the directorate has effective knowledge resources management systems and processes in place; Manage and facilitate the knowledge resources management processes of the directorate; Provide relevant knowledge resources management processes of the directorate; Monitoring and Evaluation.
- ENQUIRIES** : Ms M Petersen Tel No: (021) 483 9651
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/139** : **SPORT PROMOTION OFFICER: COMPETITIVE SPORT (EDEN DISTRICT) REF NO: CAS 16/2025**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Sport and Recreation. Recommendation: Relevant experience; 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: National Sport and Recreation Plan; Public Finance Management Act; Project Management; Sport federations, sport clubs, sport council and local municipalities; Women in Sport Policy Framework; Safeguarding. Skills needed: Written and verbal communication; Proven computer literacy; Project management; Ability to work independently and as part of a team.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures; Facilitate sustainable capacity development in clubs and federations. Implement sport and recreation programmes in the district; Monitor and evaluate the compliance with

sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Mr R Allies Tel No: (021) 483 9780

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

POST 11/140 : **ADMINISTRATION CLERK: WESTERN CAPE LIBRARY SERVICES REF NO: CAS 04/2025**

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

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant exposure/experience in a library environment. Competencies: Knowledge of the following: Computerised Library Management system (LIMS); Asset control; Skills in the following: Written and verbal communication; Computer skills in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Interpersonal relations; Teamwork; Clerical skills.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr N Mxokozeli at Tel No: (021) 483 2286

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

POST 11/141 : **ADMINISTRATION CLERK: LIBRARY SERVICE (BEAUFORT WEST) REF NO: CAS 06/2025**

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

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant exposure/experience in a library environment. Competencies: Knowledge of the following: Computerised Library Management system (LIMS); Asset management. Skills in the following: Written and verbal communication; Computer skills in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Interpersonal relations; Teamwork; Clerical skills.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr J Mbanga Tel No: (044) 814 1490

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

POST 11/142 : **COMMUNITY SPORT COORDINATOR REF NO: CAS 08/2025**
(3-Year Contract in Overberg District)

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

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year experience in sport administration and club development; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Procurement processes (SCM); Club Development programme; Information management; Sport Federations and Sport Councils; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Report writing; Interpersonal; Ability to work independently and as part of a team

DUTIES : Maintain records of registered and supported leagues and clubs; Data collection; Provide support to federations that are in the Club Development Programme; Monitoring and reporting monthly and quarterly.

ENQUIRIES : Mr R Allies Tel No: (021) 483 9780

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

<u>POST 11/143</u>	:	<u>FINANCE CLERK: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 09/2025</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification. Recommendation: Experience in a supply chain management environment. Competencies: A good understanding of the following: Financial Management; Public Finance Management; Supply Chain Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Placing of new orders on relevant computer system; Receiving and paying of library material; Completing payment advice; Capturing data information for payments on relevant computer system; Transfer records of orders from old financial year to new financial year; Deal with all telephone queries re. Library material ordered, problems with deliveries or invoices and the reinstating of orders; Control payment summary sheets against internal spread sheet; Keep monthly statistics of library material ordered; Assist as required with other staff duties on leave; Reconciliation of processing of payments; Filing and record keeping.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/144</u>	:	<u>LIBRARY AID: SUPPLY CHAIN MANAGEMENT (LIBRARY ADMINISTRATIVE SUPPORT SERVICE) REF NO: CAS 12/2025</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10). Competencies: A good understanding in the following: Stock, stores, control measures; Skills needed: Communication skills (written and verbal); Computer literacy; Ability to work independently as well as part of a team; Numeracy and literacy.
<u>DUTIES</u>	:	Effective processing of goods delivered by suppliers: Receive goods and check amount against delivery note or invoice; Check for any damage or breakage of items received; Sign for receipt if correct; Report any discrepancies immediately; Open and unpack boxes; Verify the batch order numbers on invoice; Pack and store good delivered; Write date of receipt on the bin card; Issuing and maintenance of stock; Take items from shelves according to requisition; Place items on trolley according to the order for checking on collection; Notify departments to collect items and obtain signed delivery note as proof of receipt; Pack items requested for outside regions and take to the central store on the ground floor for easy loading; Report any shortages to the supervisor; Weekly checking of stock levels; Updating of bin cards; Inform supervisors in cases of low levels that need replacement; Keep work store neat and tidy.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 11/145</u>	:	<u>LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 13/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10). Recommendation: Experience in an assembly belt or factory environment. Competencies: A good understanding in the following:

Processing of books; Library and Information Management System; Skills needed: Communication skills (written and verbal); Computer literacy; Ability to work independently as well as part of a team; Numeracy and literacy.

DUTIES : Paste date slips; Affix spine labels; Cover the books; Enter records on the SLIMS database Dispatch the books using the library information management system; Dispatch the books to the various regions.

ENQUIRIES APPLICATIONS : Mr B Meyer Tel No: (021) 483 2441
To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 11/146 : **LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 14/2025**

SALARY CENTRE REQUIREMENTS : R131 265 – R154 626 per annum (Level 02)
Department of Cultural Affairs and Sport, Western Cape Government
Junior Certificate (Grade 10). Competencies: A good understanding in the following: Stock, stores, control measures; Skills needed: Communication skills (written and verbal); Computer literacy; Numeracy and literacy.

DUTIES : Collect, count and check files of books in the stores; Paste packets and date slips to the books and submit master copy of completed list to machine room; Dispatch books to various regions; Ensure that books are boxed, weighed and submitted to courier; Ensure that spine labels are pasted on the books; Write and count titles after completion; Bar code, laminate books and record in file; Cover books, count the copies and record in file; Verify and search for information on the daily list by searching the SLIMS database before books are dispatched; Ensure that the dispatch of library materials are computerised; Enter item records on the SLIMS database.

ENQUIRIES APPLICATIONS : Ms M Hendricks Tel No: (021) 483 2436
To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF 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 : 14 April 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by

the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 11/147</u>	:	<u>DIRECTOR: SPATIAL PLANNING REF NO: EADP 02/2025)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level within the spatial planning or town and regional planning or development planning sector; Registration as a Professional Planner with SACPLAN. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: Recommendation: A post-graduate degree (NQF 8 or higher) in Urban / Town / City and Regional Planning, or equivalent will be an added advantage. Competencies: Knowledge of the following: Specialist knowledge of the current international, national, provincial and municipal spatial planning & land use management governance frameworks (statutory and strategic) OR Development Planning governance frameworks, legislation, policies, strategies. Specialist knowledge of the theory and practice of regional, spatial / strategic spatial planning policy OR development planning and facilitation. Advanced knowledge of strategy development, strategy implementation and management and strategy monitoring and review processes, preferably in development planning. Advanced knowledge of monitoring, evaluation and reporting, preferably in the field of spatial planning performance management. Advanced knowledge of methodology and research trends regarding spatial / development planning. Knowledge of human resource management. Knowledge of modern systems of Public Sector financial management, governance and administration. Basic knowledge of the latest advances in management theory and practice. Knowledge of the South African policies of the government of the day and the policy formulation, implementation and monitoring processes utilized. Knowledge of global, regional, and local political, economic, and social affairs impacting on South Africa and the Western Cape. Knowledge of Constitutional, legal, intergovernmental relations and institutional arrangements governing the South Africa Public Sector. Skills in the following: Strategic Capability and Leadership: Systems thinking Conceptual Analytical/Critical thinking Research Programme and Project Management: Project management Planning and organising Numeracy Change Management & Values Based Development Financial Management: basic budgeting and accounting People management and empowerment: Team building Ability to work independently and as part of a team Inter-personal relations People management Communication, Report writing & Language skills (written and verbal) Basic legislative interpretation Computer literacy: Geospatial Information Systems, Data Analytics and Management Systems, MS Office Package (Word, Excel, PowerPoint etc.).
<u>DUTIES</u>	:	Line Management: Ensure the effective provision of provincial spatial planning and development services; Lead and manage the provision of spatial planning oversight, support and advisory services to municipal spatial planning in the province, and

provincial and regional spatial planning and implementation; Lead the Provincial participation in and support to National Spatial Planning. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate, and Directorate's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director: Development Planning on a regular basis on the activities of the Directorate and on matters of substantial importance. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Human Resource Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

ENQUIRIES : Ms F Mabusela Tel No: (021) 483 4666

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

POST 11/148 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY: CRITICAL CARE)**

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

CENTRE REQUIREMENTS : Red Cross Childrens War Memorial Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care. Registration with a Professional Council: Registration with the HPCSA as a Medical Sub-Specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Sub-Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Sub-Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Sub-Specialist in Paediatric Critical Care. Inherent requirement of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team Proven Leadership abilities Experience in supervision of staff and students Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.

DUTIES : Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services.. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research:

Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health.

- ENQUIRIES** : Dr Shamiel Salie: shamiel.salie@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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** : 11 April 2025
- POST 11/149** : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)**
Chief Directorate: Metro Health Services
- 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).
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Valid Driver's license. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.
- DUTIES** : Oversight of the Acute Care Surgery and Trauma Unit. Supervision and training of junior surgical staff. Participation in under- and post-graduate academic activities. Clinical service delivery in accordance with the needs of the Division of General Surgery.
- ENQUIRIES** : Dr J Marszalek Tel No: (021) 3774300
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of 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** : 11 April 2025
- POST 11/150** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services
- 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.

<u>CENTRE REQUIREMENTS</u>	:	Paarl Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: A valid (code B/EB/C1) driver's license. Communicate (verbal, read, write) Available and willing to participate in after-hours duties; if required. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr C Prinsloo Tel No: (021) 860 2500 or charl.prinsloo@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. 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 Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/151</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). 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: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Commuted overtime is compulsory. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Surgery. Inherent requirement of job: Commuted overtime is compulsory. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (or as recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in General Surgery. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in General Surgery and Upper GI Surgery. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.
<u>DUTIES</u>	:	General and Upper GI surgery specialist clinical service provision in the Groote Schuur Hospital Division of General Surgery (Upper GI Unit and Acute Care Surgery Unit) General Surgery specialist clinical services in the Division of General Surgery at the

	:	hospitals on the platform serviced by the division. Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406- 6229
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. 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).
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/152</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with the Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: A valid (code B/EB/C1) driver's license. Available and willing to participate in after-hours duties, if required. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching, and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training, and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.
<u>ENQUIRIES</u>	:	Dr C Prinsloo Tel No: (021) 860-2500 or charl.prinsloo@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/153</u>	:	<u>SENIOR REGISTRAR (PULMONOLOGY)</u> (2-Year Contract)
<u>SALARY</u>	:	R1 271 901 per annum. A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Effective and efficient administration. MMED and FCP (SA) qualifications. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Knowledge appropriate for approach to investigations of common respiratory disorders. Communication including report generation, letter writing, consultation. Facilitation of management systems.
- DUTIES** : (key result areas/outputs): Clinical Governance and Administration. Clinical Service provision. Teaching and Training/Supervision of Junior Staff.
- ENQUIRIES** : Prof K Dheda Tel No: (021) 404 7654 or pat.wileman@uct.ac.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. Please ensure that you attach an updated CV. Grootte 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. 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. 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** : 11 April 2025
- POST 11/154** : **SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC CARDIOLOGY**
(36-Month Contract)
- SALARY** : R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a Professions Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week within the Department of Paediatrics and Child Health platform. A valid driver's license. Experience in general paediatrics at postgraduate level. Competencies (knowledge/skills): Good interpersonal, communication and teamwork skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars.
- DUTIES** : Clinical Service Delivery: Comprehensive Cardiology clinical care and service delivery in the Western Cape Paediatric Cardiology service outpatient and inpatient setting under the direction of specialist supervisors. After hours calls as for senior registrars in the Department of Paediatrics and Child Health (UCT) and responsible to the director of the registrar programme. Administration and management as may be necessary to maintain the efficient running of the ward or service to which currently attached. Teaching: Undergraduate students and junior staff. Case presentations, webinars and

academic meetings. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital, Tygerberg Hospital and allied institutions. To acquire training in Paediatric Cardiology including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Cardiology examination so as to enable certification as a paediatric cardiologist with the HPCSA.

ENQUIRIES : Dr G Comitis, George.comitis@uct.ac.za, Tel No: (021) 658-5111
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. 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 Plain 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 : 11 April 2025

POST 11/155 : **MEDICAL OFFICER GRADE 2 TO 3 (OBSTETRICS)**
 Chief Directorate: Metro Health Services

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

CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health 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. Registration with a Professional Council: Inherent requirements of the job: A Valid South African (Code B/EB) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Experience to perform a Caesarean section safely and without supervision; with a minimum of 50 Caesarean

		Sections done independently in the last 5 years. Computer literacy Candidate obtained FCOG (SA) Part 1 or DipObst (SA).
<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES</u>	:	Dr TA Horak Tel No: (021) 659 5579
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/156</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY) (X2 POSTS)</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</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as at least 2 years clinical experience in Surgery and/or Trauma. A current certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES</u>	:	Mrs M Brand – mbran@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. 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. -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 Stellenbosch University according to the yearbook and guidelines."
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/157</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)</u> Chief Directorate Rural 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</u>	:	Paarl Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as independent medical practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who 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. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Strong managerial and supervisory skills are needed. Proven ability to safely manage an Orthopaedic ward and Orthopaedic emergencies independently. Proven ability to perform Orthopaedic trauma & elective theatre procedures. At least 24 months prior experience working in a dedicated level two Orthopaedic unit will be an advantage. Proven ability to manage non-acute Orthopaedic patients. Basic surgical skills (BSS) or Basic and Essential Surgical skills training (BESST) certification. Advanced Trauma Life Support (ATLS) certification. Completion of the AO Basic principles in fracture management. Completion of the CMSA Higher Diploma in Orthopaedics will be advantageous. Completion of the CMSA FC (Orth) Intermediate examination will be advantageous.
<u>DUTIES</u>	:	Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Health Ecosystem: Performing Orthopaedic elective and trauma procedures, including reduction & splinting of fractures/dislocations, application of cones calipers and reducing cervical facet dislocations; open fracture debridement & external fixation, arthrotomy for septic arthritis; fixation of long bone fractures etc. Managing patients with long term Orthopaedic Musculo-skeletal conditions in an outpatient setting. M&M audits & presentations. Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities.
<u>ENQUIRIES</u>	:	Dr J van Dyk (email: Johannes.vanDyk@westerncape.gov.za , Tel No: (021) 860-2860
<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 the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/158</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>	:	Macassar Community Day 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. Willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure. Competencies (knowledge/skills): Knowledge of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good communication, good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Khayelitsha/Eastern Sub-structure Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Khayelitsha/Eastern Sub-structure. Provide an efficient administration service regarding clinical and non-clinical matters. Relevant administration as required for Medical Legal purposes. Ensure a cost-effective service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Khayelitsha/Eastern Sub-structure facilities as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Witbooi Tel No: (021) 360 4386
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/159</u>	:	<u>REGISTRAR (MEDICAL) (FAMILY MEDICINE) (X2 POSTS)</u> Central Karoo District (4-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</u>	:	Professional Support Service Central Karoo District Office Central Karoo District (Stationed at Beaufort-West Hospital with associated Primary Health
<u>REQUIREMENTS</u>	:	Care Centres and short training opportunities at George Regional Hospital as needed). Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's license and

willingness to travel. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

DUTIES : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.

ENQUIRIES : Dr H Hendriks Tel No: (023) 414 - 8200

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. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 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. Applications will also be considered for similar posts that becomes vacant in the Central Karoo District for a period of 3 months. All applicants are required to apply simultaneously to the relevant university when they submit their application. The links to the applications portals are as follows: Stellenbosch University: <http://www.sun.ac.za/english/maties/apply>. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme.

CLOSING DATE : 11 April 2025

POST 11/160 : **DENTIST GRADE 1 TO 3 (DENTAL MAXILLO FACIAL & ORAL SURGERY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R921 906 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid Driver's license. Competencies (knowledge/skills): Special interest in the discipline of Maxillo Facial & Oral Surgery, including the medically compromised patients.

- DUTIES** : All assigned clinical cases as per duty/clinical roster, including clinical supervision. Undergraduate Maxillo Facial & Oral Surgery clinical teaching and training. Undergraduate research projects as well as Dept clinical research. Maxillo Facial & Oral Surgery patients records and administration. Teaching and Learning.
- ENQUIRIES** : Dr N Behardien Tel No: (021) 937-3081
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "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 other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/161** : **SOCIAL WORK MANAGER GRADE 1**
- SALARY** : R920 082 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: An appropriate Bachelor's degree or diploma or equivalent qualification that allows registration with the SACSSP as a Social Worker. Registration with a Professional Council: Registration with the SACSSP as a Social Worker. Experience: A minimum of 10 years of appropriate experience in social work after registration as a Social Worker with the SACSSP. Competencies (knowledge/skills): Excellent communication skills (written, verbal), advanced report writing and strong administrative skills. Good organisational, decision-making and conflict resolution skills. Strong leadership, motivational and interpersonal skills and ability to work in a team. Knowledge of national, provincial and institutional health delivery systems. Relevant and recognizable clinical, supervisory and managerial experience in a Social Work department in a tertiary hospital setting. Experience in teaching and/ or supervision of undergraduate Social Work students. Understanding of quality assurance and strong commitment to high service standards.
- DUTIES** : Management competencies including human and physical resource management, strategic and operational planning and implementation, as well as financial management. Maintain ethical standards and promote professional growth and staff development. Deliver a support service to the Allied Health Sciences Department of Groote Schuur Hospital. Represent Groote Schuur Hospital, Social Work department and Allied Health Professions at provincial and national platforms. Promote quality patient care through the setting, implementation and monitoring of standards. Manage add utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the Social Work department. Co-ordinate and participate in the training of staff and students as well as promoting research with the Social Work department. Responsible for planning, managing, coordinating and maintaining an optimal Social Work service aligned with the strategic core business of Groote Schuur Hospital and the Western Cape Department of Health and Wellness.
- ENQUIRIES** : Mr L Naidoo - Lionel.Naidoo@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** : 11 April 2025
- POST 11/162** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Directorate: Financial Accounting
- SALARY** : R849 702 per annum, (A portion of the package can be structured to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3- year Degree/ Diploma in Finance, Accounting, Audit or related field as recognized by SAQA. Experience: Appropriate management experience. Appropriate experience in compilation of AFS/ IFS in line with the Modified Cash Standards. Appropriate experience in financial management aspects, including auditing, AFS, accounting and budgeting. Appropriate experience in risk analysis and development of risk mitigating processes, such as development of

training interventions. Inherent requirements of the job: Valid (Code B/EB) manual driver's license. Willingness to travel and spend periods away from home. Ability to work under pressure and a high degree of accuracy. Competencies (knowledge/skills): Knowledge of accounting policies. Knowledge of computerised Management systems, finance and auditing. Good interpersonal skills. Good analytical skills. Advanced Computer Literacy. Presentation skills.

DUTIES : Manage the Annual Financial Statement and Audit Control processes of the Department. Training of officials i.r.o. compilation of AFS/ IFS information. Development and monitoring of audit improvement plans. Continuous enhancement of Financial Statement and audit processes to ensure positive audit outcomes. Analysis of financial information. 30-day payment reporting. Staff management.

ENQUIRIES : Mr A Small Tel No: (021) 483-6878

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

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

CLOSING DATE : 11 April 2025

POST 11/163 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (GENERAL CLINICAL SERVICE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Brackengate Transitional Care Facility & Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings. Good communication skills.

DUTIES : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to entire multidisciplinary team regarding mental health.

ENQUIRIES : Dr R Christoffels Tel No: (021) 834-5829

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

NOTE : The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). No payment of any kind is required when applying for this post. 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 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 other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/164</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDIC SURGERY) (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R794 937 per annum Grade 2: R907 008 per annum Grade 3: R1 050 489 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Registration with the professional Council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Clinical experience in Orthopaedic trauma and foot/ ankle surgery. Clinical and surgical competency in orthopaedic surgery.
<u>DUTIES</u>	:	Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Orthopaedic trauma surgery specialist clinical service provision across the Western Metropole platform as service requirements dictate.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof RN Dunn Tel No: (021) 404-5108 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. Please ensure that you attach an updated CV. 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).
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/165</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Hope Street Oral Health Clinic, Southern Western Sub-structure
<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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre, Nursing. Registration with a Professional Council: Current registration with the SANC as Professional Nurse. Inherent requirements of the job: Willingness to relief across the Sub-structure as well as after hour call as needed Valid (Code B/EB) driver's license. Experience: A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Experience in an oral health setting would be an advantage. Competencies (knowledge/skills): Computer literacy (MS Office, Excel.) Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related

to the nursing specialty. Managerial experience. Knowledge of people and financial management Effective communication, interpersonal, good organizational leadership, decision-making and conflict resolution skills. Ability to function independently, as well as part of a multi-disciplinary team.

DUTIES : Strategic planning and Operational management of a health facility (Leadership, internal and external governance) Plan, co-ordinate and implementation of clinical services and maintain an optimal, specialized Nursing Care as an Operational Manager in theatre setting. Integrated services delivery in rendering comprehensive health to achieve the departmental objective. Effective management of Corporate Governance (People Management, Financial Management and Supply Chain Management), Responsible for Quality Management and Quality Assurance Health Strategy and Support (Information management, Pharmacy Services and laboratory services) Infrastructure and facilities management.

ENQUIRIES : Ms LM Appolis Tel No: (021) 202-0933/202-0883
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 may be subject to competency testing.

CLOSING DATE : 11 April 2025

POST 11/166 : **ASSISTANT MANAGER NURSING (AREA) COMPREHENSIVE HEALTH PROGRAMMES/SERVICES (FACILITY BASED SERVICES)**
(Chief Directorate: Metro Health Services)

SALARY : R656 964 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as 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. Appropriate experience in health programmes: Maternal/Women/Child/Adolescent Health, Nutrition, HIV & TB Services. Appropriate financial planning and management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): The ability to function independently and within a multi-disciplinary team. Knowledge of the District Health Services (DHS), Facility Based Services, Community Orientated Primary Health Care (COPC), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.

DUTIES : Management and Implementation of Integrated Comprehensive Health Programmes/Services. Oversee the co-ordination and execution of various health initiatives, including Facility-Based Services. Priority service areas include Maternal, Women, Child, Adolescent Health, Nutrition, Disease Outbreak Response, HIV & TB Programmes. Enhance, Support and Strengthen the DHS, prioritize health services and promote community-orientated primary care. Effective Human Resources management to foster a skilled workforce. Ensure sustainable financial management of NPO funding and provincially earmarked resources. Monitoring and evaluation of priority service objectives, performance targets and indicators. Manage the implementation of continuous quality improvement initiatives to enhance service delivery and ensure compliance. Manage and co-ordinate training programmes in collaboration with the Human Resource Development and Training Department.

ENQUIRIES : Ms Y Cottee Tel No: (021) 202-0925
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 : 11 April 2025

POST 11/167 : **ASSISTANT MANAGER NURSING (AREA) COMPREHENSIVE HEALTH PROGRAMMES/SERVICES (COMMUNITY BASED SERVICES)**
(Chief Directorate: Metro Health Services)

SALARY : R656 964 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African

Nursing (SANC) Council as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Appropriate experience in health services: Community Based Services & HIV & TB services. Appropriate financial planning and management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): The ability to function independently and within a multi-disciplinary team. Knowledge of the District Health Services (DHS), Community Based Services, Community Orientated Primary Health Care (COPC), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Extensive knowledge of Financial Management environment and Health Service-related contract management. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.

DUTIES : Management and Implementation of Integrated Comprehensive Health Programmes/Services. Oversee the co-ordination and execution of various health initiatives, including Community-Based Services. Priority service areas include Community Based Services, Wellness Services, Transitional Care Services and Mental Health Programmes. Enhance, Support and Strengthen the DHS, prioritize health services and promote community-orientated primary care. Effective Human Resources management to foster a skilled workforce. Ensure sustainable financial management of NPO funding and provincially earmarked resources. Monitoring and evaluation of priority service objectives, performance targets and indicators. Manage the implementation of continuous quality improvement initiatives to enhance service delivery and ensure compliance. Co-ordinate training programmes in collaboration with the Human Resource Development and Training Department.

ENQUIRIES : Ms Y Cottee Tel No: (021) 202-0925
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 : 11 April 2025

POST 11/168 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: INTERNAL MEDICINE WARD)**
 Directorate: Rural Health Services

SALARY : R520 560 per annum
CENTRE : Paarl 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) in General Nursing. Registration with the professional Council: Registration with SANC as Professional Nurse. Inherent requirement of the job: A valid driver's license. Excellent verbal and written communication skills. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge and insight of nursing and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth, self-development, including leadership skills and behaviours.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504 or Anthea.Solomons@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/169</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: POST NATAL)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R520 560 per annum
<u>CENTRE</u>	:	Paarl 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) in Professional Nurse and Midwife/Accoucheur. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Ability to communicate effectively (both written and verbal). Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Basic computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Effective interpersonal, strong leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth and self-development, including leadership skills and behaviours.
<u>ENQUIRIES</u>	:	Ms B. Fourie Tel No: (021) 860 2696/2522.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/170</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPD: ONCOLOGY)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 in Medical and Surgical Nursing Science: Oncological Nursing. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Oncological Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to the oncology and chemotherapy clinics within the Paediatric outpatient department and General outpatient department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Oncology and Outpatients' Department.

- DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in an Oncology service. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES** : Ms CA Jansen van Vuuren Tel No: (044) 802-4582
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical. "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: Oncological Nursing with the South African Nursing Council." The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/171** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEURO CLINIC)**
 Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
 Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Stikland 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a Professional Council: -Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration 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 Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. It will be required of the incumbent to rotate within the hospital.
- DUTIES** : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES** : Ms S Fredericks Tel No: (021) 940-4416
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "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 Psychiatry. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/172 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
Chief Directorate: Rural Health Services

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

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. 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 Professional Nurse. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years referred to above must be appropriate/recognizable experience in Operating Theatre after obtaining the 1- year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal). Ability to function independantly, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Intesive and High Care Unit. Valid Code (B/EB) driver's license. Computer literacy (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG)on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms E Smith Tel No: (021) 860 2839 or emily.smith@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/173 : **PROFESSIONAL NURSE GRADE 1 TO 2(SPECIALTY: CRITICAL CARE)**

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

CENTRE : Groote Schuur Hospital, Observatory

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 as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: General. 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 specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments within the Critical Care unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Critical Care units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of Critical Care patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms Smith Tel No: (021) 860 2839 or emily.smith@westerncape.gov
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 & Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/174 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OBSTETRICS)**
(Chief Directorate: Rural Health Services)

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

CENTRE : Paarl Hospital

REQUIREMENTS : 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 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 a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology Nursing Science, after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Registration with SANC as a Professional Nurse. Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power point and Outlook). Implement skills to plan and organise the service by problem solving and decision making. Leadership towards the realisation of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

DUTIES : Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Maintain & promote professional growth/ethical standards and development of self and others. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personnel as Professional Nurse in Paediatric department. Utilise human, material and physical resources efficiently and effectively.

- ENQUIRIES** : Ms B. Fourie Tel No: (021) 8602696/2522.
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Paarl Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/175** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: 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 in Medical & Surgical Nursing Science: Critical Care: Child. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive /Critical care after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills: Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
- DUTIES** : Use expert knowledge and skills to ensure quality appropriate adult and paediatric patient care is met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High-care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the coordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms LK de Goede Tel No: (044) 802-4352
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical. "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 & Surgical Nursing Science: Critical Care Nursing: Child with the South African Nursing Council." The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/176</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one 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: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of major incident disaster plan. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of Trauma and emergency centre. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Operating Theatre. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Display of core values of the Department of Health & Wellness in the WCH. Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in Trauma and emergency Centre. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Maintain & promote professional growth/ethical standards and development of self and others. Utilise human, material and physical resources efficiently and effectively
<u>ENQUIRIES</u>	:	E Smith Tel No: (021) 860 2839
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required 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 on health professionals who apply for the first time for registration in a 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: General. No payment of any kind is required when applying for this post. The pool of candidates will be considered for similar vacant posts within the Chief Directorate: Rural Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/177</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Inherent requirements of the job: Willingness to work after-hours when

required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to meet needs and to recognise and respond to problematic matters. Good system management and numerical skills. Advanced computer skills in MS Office and practical workable knowledge of Logis, BAS, AR and Clinicom. Ability to work independently and part of a team. Ability to work under pressure.

DUTIES : Develop and maintain an effective, efficient, and economic supply chain management administration and service including the Warehouse. Manage efficient control of revenue & expenditure in accordance with the approved institutional budget. Ensure effective Asset Management of the Institution and Northern Tygerberg Sub Structure PHC Facilities. Ensure efficiencies in Patient Administration Efficient and effective management of components resources to achieve goals and objectives.

ENQUIRIES : Mr D Abrahams Tel No: (021) 834 5894

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

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

CLOSING DATE : 11 April 2025

POST 11/178 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (EMPLOYEE PRACTICES AND POLICIES)**

SALARY : R444 036 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Appropriate supervisory experience in people management. Appropriate experience in personnel administration, employment practices and establishment control. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written). Sound knowledge of people management practices. Good interpersonal and conflict resolution skills.

DUTIES : Assist with the implementation and maintenance of policy documents/ circulars within the Hospital as well as training in this regard. Monitor and manage all transversal personnel practices such as ORW, E-disclosures and Incapacity management. Render assistance with employment practices and conditions of service within the Hospital. Conduct audit investigations and follow-up investigations and provide feedback on Auditor General Enquiries/ Action Plans. Assist with grievances and dispute resolutions with regards to personnel practices. Provide support in the processes pertaining to OD Investigation and Job Evaluation processes and establishment matters. Provide management support w.r.t the compilation and control of the personnel budget in conjunction with the Directorate Finance experience of the departmental APL process. Assist with the compilation of a HR Plan for the hospital and all matters related to this.

ENQUIRIES : Ms Z Tshiki Tel No: (021) 938 6500

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.

CLOSING DATE : 11 April 2025

POST 11/179 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)**

Directorate: Supply Chain Sourcing

Sub-directorate: Infrastructure Sourcing

SALARY : R444 036 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies, in particular. Appropriate experience in executing procurement projects from needs analysis through to contract management stage. Appropriate experience in procurement processes prescribed by the Construction Industry Development Board. Appropriate experience in local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc.; and Human resource management. Inherent requirement of the job: Valid Code (B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical

skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, ie. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Human resource management.

DUTIES : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.

ENQUIRIES : Ms P Snell, email: Priscilla.Snell@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 : 11 April 2025

POST 11/180 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R515 785 per annum

CENTRE : New Beginning House, Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of a PSR model in a Mental health environment. Able to function as part of a Multi-disciplinary team. Computer literacy.

DUTIES : Provide evidence-based Clinical Service within a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatment plans within a transitional care unit. Independently conduct all administration related to clinical service delivery. Ensure effective resource management. Overseeing student training. Involvement in events and projects advocating for mental health services. Ensure continued professional development by staying abreast with developments within the profession.

ENQUIRIES : Ms R Engelbrecht Tel No: (021)910 5369
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "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 other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/181</u>	:	<u>SPEECH THERAPIST GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Matzikama Sub-district: West Coast District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Experience: Grade 1: None after registration as Speech Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Speech Therapist with the HPCSA 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 Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist 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 Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a 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 license. Willingness to travel to and render services at all fixed and satellite Clinics in the Sub-district Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment.
<u>DUTIES</u>	:	Clinical speech therapy services at health facility level. Training. Rendering of a community-based speech therapy service. Admin duties – complete documentation of all services rendered.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 2134070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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. Candidates will be subjected to both a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/182</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Processing LOGIS payments.
<u>DUTIES</u>	:	Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of

reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management-related functions within the component. Support supervisor in executing the hospital's strategic objectives.

ENQUIRIES : Ms IR Slabbert Tel No: (044) 802-4347
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 assessment.
CLOSING DATE : 11 April 2025
POST 11/183 : **CHIEF FORENSIC OFFICER**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Forensic Pathology Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid Code B/EB driver's license. Ability to lift and with work corpses (mutilated, decomposed, infectious viruses, etc.). Experience: Appropriate extensive supervisory experience in a Forensic (Medico-legal) laboratory environment. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge of the WCDoH&W systems and policies and that of the SA Police and Criminal Justice system as it relates to medico-legal death investigations. Sound knowledge and understanding of legislation pertaining to Forensic Pathology Service and ethical issues in Forensic Pathology Service. Competent in numerical assessment, planning, forecasting, and checking (procurement, stores, claims, etc.). Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team. Will be required to assist in the planning/training of major incident exercises as well as involvement in major incident roles. Will be required to investigate and gather evidence for Pathologist (statements, reports, hospital notes and folders). Will be required to work shift duties/office duties and overtime duties. Above-average computer and software literacy in at least MS Excel, MS PowerPoint and MS Word.

DUTIES : Optimal control of reports, specimens and photographs during and after the Forensic Mortuary process. An efficient support service to the Manager with regards to the management of Forensic Pathology Laboratory. Effective supervision of subordinates. Effective safekeeping and Disposal of Property of the Deceased and Exhibits. Effective and efficient management of moneys received.

ENQUIRIES : Mr Carl Gordon Tel No: (021) 831-5893
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.
CLOSING DATE : 11 April 2025

POST 11/184 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel. Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Management. Competencies (knowledge/skills): Computer literacy (MS Word, advanced Excel and PowerPoint). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES : Monitoring control measures for all allowances. Ensure Audit Compliance. Financial Management. Appropriate utilization of overtime budget. Management of Registry services. Management of service benefits. Ensure efficient personnel administration for leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension and audit compliance. Provide training, support and guidance to staff and line managers within the scope of profile. Effective management and development of subordinates.

ENQUIRIES : Ms C Acker Tel No: 021) 944-9202

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/185</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Facilities and Infrastructure Management
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in public sector financial environment and relevant systems and on the Key Performance Areas (KRA's) of post. Inherent requirement of the job: Valid Code (EB/B) driver's license. Ability to travel and work overtime if required. Competencies (knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Advanced computer literacy (MS Excel and Word). Sound knowledge and experience in Supply Chain Management processes. Sound knowledge of and experience of Basic Accounting System (BAS). Ability to analyse information. Sound understanding of accounting principles. Sound knowledge of the PFMA, National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Extract relevant data from BAS and other relevant systems and evaluate financial and SCM performance within the Chief Directorate. Manage Interim/Annual Financial Statement reporting and A and L Accounts. Controlling of accounting entries and reporting on erroneous transactions. Monitoring of transfer payments, conditional grants and commitments. Manage the Supply Chain Function within the Chief Directorate. Ensure compliance with Accounting Officer System and Supply Chain Management Delegations. Assist with effective system implementation and Audit processes. Effective and Efficient document control systems. Rendering effective financial support and assistance to the Chief Directorate. Extensive experience in extracting information/reports from BAS and Vulindlela for analysis. Detection and correction of incorrect accounting entries, authorise payments/journals and ensure compliance. Application of accrual accounting principles to the extent required by accounting statements.
<u>ENQUIRIES</u>	:	Ms T September Tel No: (021)483-0890
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/186</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Switchboard, Printing, Clerical Support, Medico Legal, Admin Registry. Inherent requirement of the job: Perform relief and standby duties availability after-hours, when necessary Competencies (knowledge/skills): Organisational, and leadership skills, strong people management and supervisory skills. Computer literacy (Microsoft Package). Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Ability to work under pressure.
<u>DUTIES</u>	:	Optimum utilisation and supervision of human and other resources within Support Services. Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Switchboard/, Printing/, Clerical Support/, Medico Legal/ Admin Registry). Oversee the management of Residences and halls. Effective support to the ASD in the management of Human Resources in the component. Ensure timeous submission of statistical data, as well as collate and compile databases, rosters and monthly reports. Ensure timeous submission of statistical data, as well as collate and compile databases, rosters and monthly reports.
<u>ENQUIRIES</u>	:	Mr M Pass Tel No: (021) 404 6126
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 April 2025

- POST 11/187** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
(Chief Directorate: Rural Health Services)
- SALARY** : R376 413 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience. Appropriate experience in Human Resource Administration. Experience of the PERSAL System. Inherent requirement of the job: A valid code EB/B driver's license. Ability to work overtime if needed. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Be able to work accurate at a fast pace and under pressure.
- DUTIES** : Coordinate, implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide an effective and efficient assistance and support to clients, personnel, management and supervisors. Manage and supervise of the general staff office with a very high workload, which are responsible for all personnel and related matters.
- ENQUIRIES** : Mrs EM Koopman Tel No: (023) 348 1102
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 test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/188** : **ARTISAN FOREMAN GRADE A TO B (ELECTRICAL)**
Chief Directorate Rural Health Services
- SALARY** : R362 130 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Electrical Trade Test Certificate – Heavy current. Experience: 5 years' appropriate experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: Valid code B/EB driver's license. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85) Ability to fault-find and repair down to component level. Competent with hands-on practical work. Proven supervisory experience.
- DUTIES** : Control over equipment, tools, plant and materials and provide in service training to subordinates. General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock Ability to maintain mechanical and electrical installations. Assist with emergency breakdowns after hours. Effective supervision and training of subordinates. The ability to perform basic administrative duties and record-keeping. Do quality assurance on all maintenance and repair work performed, keep registers of all work done and maintain control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment. Assist with the executing of engineering projects and manage all maintenance of plant and equipment in Hospital and service area.
- ENQUIRIES** : Mr G Abrahams or Gregory.Abrahams@westerncape.gov.za Tel No: (021) 860 2797
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a practical test as part of the interview process
- CLOSING DATE** : 11 April 2025
- POST 11/189** : **CANDIDATE SCIENTIFIC TECHNICIAN (FORENSIC TOXICOLOGY)**
- SALARY** : R321 087 per annum
CENTRE : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: National Diploma in Science or relevant qualification. Registration with a Professional Council: Registration with SACNASP as

a Certificated Natural Scientist in training is compulsory upon appointment. Experience: No previous experience required. Inherent requirement of the job: Proficiency in scientific software and computer literacy. Basic laboratory skills, including biological sample preparation and equipment handling. Knowledge of safety protocols and compliance with laboratory standards. Competencies (knowledge/skills): Chromatography and mass spectrometry. Good laboratory practice (GLP) protocols. ISO 17025 standards of practice. Biological sample handling and sample preparation. Analytical chemistry principles. Data analysis and interpretation techniques. Legal compliance and regulatory standards. Research and scientific methodologies. Technical report writing and presentation skills. Accurate data collection and analysis. Effective problem solving and troubleshooting. Critical thinking and decision making.

DUTIES : Assist in the implementation of methodologies, policies, systems and procedures. Assist in development of databases, data management and subsequent analysis. Assist with research and development. Provide quality and technical support and recommendations/ advice. Assist with administrative and related functions.

ENQUIRIES : Bronwen Davies: Bronwen.davies@uct.ac.za / Tel No: (021) 406 6026.
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 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 posts within the Department for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/190 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Karl Bremer Hospital, Bellville
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 (KRA's) of the post. Experience: Appropriate experience in Finance, Supply Chain Management and Transport. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Willingness to travel within the Sub-structure. Competencies (knowledge/skills): Knowledge of relevant legislation governing transport, finance and SCM. PFMA, National and Provincial Treasury Regulations and the Accounting Officer System for the Department of Health including delegations. Sound knowledge of transport and supply chain management processes. Good computer skills (MS Office, Excel and PowerPoint).

DUTIES : Manage the transport component of the NTSS. Assist with SCM and contract management functions relating to security matters and Monitoring & Evaluation. Ensure all functions are executed with the parameters of the governing legislation. Management of systems used to execute transport, finance and Supply Chain Management functions. Reports on transport and Supply Chain Management are submitted timeously on a regular basis. Supervision of staff, training of staff, and disciplinary matters.

ENQUIRIES : Ms L Nober Tel No: (021) 815-8856
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 11 April 2025

POST 11/191 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT & ASSETS)**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Karl Bremer Hospital, Bellville

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. Appropriate experience in procurement of goods and services, procurement processes and systems. Relevant experience of using the Electronic Procurement System (ePS) quotation tool, ESL, SEB, CSD, AVP and Logis. Appropriate experience in the Procurement Planning Management Toolkit. Appropriate supervisory experience in a Supply Chain Management and Asset Management environment. Appropriate experience in procurement processes relating to reviewing and approving SCM processes. Competencies (knowledge/skills): Computer skills in the MS Office package. Ability to function independently as well as in a multi-disciplinary team. Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions and other applicable policies. Sound theoretical knowledge of Supply Chain Management and Asset Management.
<u>DUTIES</u>	:	Procurement of Goods and Services whilst applying all relevant SCM prescripts and policies. Ensure Asset Management Unit account for all assets and ensure compliance in terms of barcoding, verification, scanning, reconciliation, and reporting of assets for the Northern Tygerberg Sub Structure. Supervise the overall and individual performance and develop staff within Supply Chain Management: Procurement and Asset Management. Assist supervisor with compilation of IFS/AFS and other monthly reporting. Manage all queries pertaining to procurement of goods and services and assets.
<u>ENQUIRIES</u>	:	Mrs J Davids Tel No: (021) 834 5893
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/192</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Services Priorities Co-ordination, Communicable Diseases Control (CDC) Unit
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate experience in administration pertaining to the health environment. Appropriate experience in data management. Appropriate experience in surveillance systems. Inherent requirements of the job: Willingness to work overtime when required. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of the health environment and stakeholders. Computer literate (MS Word and MS Excel). Ability to work under pressure and to meet deadlines. Knowledge of the health environment and surveillance systems.
<u>DUTIES</u>	:	Optimal provision of administrative and technical support to the unit. -Timeous and correct capturing of programme/surveillance/ outbreak/research data; extraction; collation and management of data according to set targets/ deadlines and ensure high quality and accuracy of data. Ensure the effective flow of information and documents to and from the unit to the National Department of Health, National Institute for Communicable Diseases, districts, sub-districts and local authorities. -Filing / record-keeping / archiving of documentation (notification forms, case investigation forms etc.) for the unit. Submission of accurate professional operational and automated reports and minutes of meetings. Professional telephone call-management and networking with stakeholders; maintenance of the CDC stakeholder contact list and relevant information for all projects; and effective asset management.
<u>ENQUIRIES</u>	:	Ms C Lawrence Tel No: (021) 830 - 3727
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical.
<u>CLOSING DATE</u>	:	11 April 2025

<u>POST 11/193</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE ADMIN (ADMISSIONS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience Inherent requirement of the job: Willingness to perform overtime when required. Competencies (knowledge/skills): Computer literacy in Microsoft package (Word, Excel and Outlook). Knowledge and practical experience of Clinicom system. Computer literacy (MS Office: Word, Excel, PowerPoint, email) relevant knowledge, skills, and experience in processes, procedures, prescripts and legislative framework. Knowledge of Chapter 18 Fees Manual & Finance Instructions, UPFS Manual, Medical Schemes Act 131 OF 1998 as amended, Hospital Information Systems, ICD10 Coding, EDI Process etc. Knowledge an Ability to analyse and provide solutions to problems. Good interpersonal and organizational skills.
<u>DUTIES</u>	:	Support the management in executing the hospital's strategic objectives. Render and effective and efficient patient administration. Administrative support to staff, management & other departments. Compiling of statistics. Overall management of medical records. Supervisory functions pertaining to the Admissions and Record Management sections as well as planning, training and monitoring of staff, SPMS, and other HR-related duties. Attending meetings/ forums and being able to give feedback to staff.
<u>ENQUIRIES</u>	:	Ms C Dyini Tel No: (021) 799 1290 / Dyini.Chwayita@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/194</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GENERAL FEMALE)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independantly, as well as in a multi-disciplinary team to ensure good patient care Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms AL Solomons or anthea.solomons@westerncape.gov.za Tel No: (021) 860 2504
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025

<u>POST 11/195</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC): GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE</u>	:	Morning Star CDC (X1 Post) Symphony Way CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic), (Institutional). Experience: Grade 1: None after registration as with the SAPC as a Pharmacist Assistant (Post- Basic). Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post-Basic), (Institutional). Inherent requirements of the job: Willingness to rotate within the Substructure when required. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under direct supervision of a pharmacist. Assistant with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. Assistant with the packing of pharmaceuticals products. Assistant with the control and distribution finished pharmacy products. Assist with the collation and organising of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant (Post-Basic).
<u>ENQUIRIES</u>	:	Ms L Rose-Benjamin Tel No: (021) 829 8330 for Morning Star CDC Ms. G Naude Tel No: (021) 204 9400 for Symphony Way CDC
<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 these posts. 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)". -Pharmacist Assistants who do not comply with registration in the advertised category may 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. 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.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/196</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (DENTAL PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration. Appropriate Clinicom experience. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act) and BAS. Ability to understand and communicate effectively. Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written). Computer literacy in MS Office package.
<u>DUTIES</u>	:	Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Registration of new patients. Telephone enquiries. Filing and drawing of folders. Any ad-hoc admin duties.

ENQUIRIES : Ms C Paulsen Tel No: (021) 937-3047

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/197 : **ADMINISTRATION CLERK: SUPPORT (NURSING)**
Directorate: Rural Health Services

SALARY : R216 417 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a healthcare environment. NIMS experience in a healthcare environment. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing skills, minute and Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access). Knowledge of Teams and OneDrive would also be to your advantage.

DUTIES : Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver and effective and efficient office administration, reception and support to the Nurse Manager and affiliated managers and support services. Record engagements of senior management & arrange and management of meetings. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/ effective typing and data capturing of human resource documentation, nursing agency sheets, attendance of agency bookings and incident reports. Coordinate and assist with the preparation and processes of interviews, meetings and new nursing staff appointments in the department. Provide administrative support to nursing personnel, assist with queries and ensure effective and efficient communication. General administration duties, arranging of quarterly meetings. typing of quarterly reports, complete monthly and quarterly statistics. Provide administrative support to Nursing management.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504 or Anthea.Solomons@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 : 11 April 2025

POST 11/198 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum

CENTRE : Eerste River Hospital, Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in the health environment. Inherent requirements of the job: Willingness to work overtime when required. Ability to work day and night shifts, weekends and public holidays when required. Willingness to rotate in different departments within the Nursing Component. Competencies (knowledge/skills): Computer literacy (MS Word, MS Excel, Outlook). Ability to work in a team, work under pressure and provide excellent customer care. Good communication skills.

DUTIES : Manage patient admin processes according to DOH procedures for health information on Clinicom (Admissions, discharges, Transfer, Appointments, Death, ICD 10 coding). Manage all resources according to SCM procedures (Consumables and Assets). Provide support to multidisciplinary teams and wards (typing, filing, faxing and photocopying, email, statistics). Submit daily, weekly, and monthly statistics and reports and capture data. Perform administrative duties (arrange and attend meetings and take minutes).

ENQUIRIES : Ms MM Lumphondo Tel No: (021) 902-8057

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 11 April 2025

- POST 11/199** : **ADMINISTRATION CLERK: (FINANCE/ADMIN: CASHIER)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate cashier experience in the public sector. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility and to work independently and unsupervised. Appropriate knowledge in the handling of cash management and to prepare and analyse figures and amounts. Good verbal and written communication skills. Appropriate knowledge of the Basic Accounting System (BAS) and Public Finance Management Act and Treasury Regulations and Instructions.
- DUTIES** : Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issue receipts, capture day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports (journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier-related enquiries.
- ENQUIRIES** : Mrs C Roman Tel No: (044) 302 7264
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment.
- CLOSING DATE** : 11 April 2025
- POST 11/200** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R216 417 per annum
CENTRE : Forensic Pathology Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate typing experience. Appropriate Clinical administration experience. Inherent requirements of the job: Ability to type more than 60 words per minute. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Ability to work under pressure. Dictaphone typing. Ability to collate and verify data accurately. -Good interpersonal and organizational skills. Ability to interpret and apply policies. Ability to accurately and effectively enter numerical data using the ten keys on a keyboard's numeric pad, including the decimal point and mathematical operators. Proficiency in Microsoft Office.
- DUTIES** : Effective and efficient typing of post-mortem reports. Effective and efficient administrative support to the Division: Forensic Pathology Service. Effective and efficient management of Forensic databases. Effective management of Forensic documentation.
- ENQUIRIES** : Mrs SD Williams Tel No: (021) 836 0963
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 test. Shortlisted candidates will be subjected to a security clearance prior to appointment.
- CLOSING DATE** : 11 April 2025
- POST 11/201** : **ADMINISTRATION CLERK (FINANCE/ ADMIN)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : Ladismith Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in a Hospital Fees and/or Patient Administration related environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. Good system management skills (Clinicom, AR, BAS and JAC). Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Assist with Hospital Fees, Patient Administration and Medical Records Division, Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to District Office and Head Office on Hospital Fees/Revenue-related transactions with regard to in Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Render administrative Support to the division and Public.

ENQUIRIES : Mr R Mars Tel No: (044) 203 - 7204

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment.

CLOSING DATE : 11 April 2025

POST 11/202 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**

SALARY : R216 417 per annum

CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Exit Management and Recruitment and Selection). Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of Human Resource legislation and policies. Ability to function effectively within a team environment with or without supervision. Ability to function effectively in a stressful environment with a heavy workload. Computer skills (i.e., MS Outlook, MS Excel, MS Word, MS PowerPoint and PERSAL). Aptitude for working with figures

DUTIES : Perform all Human Resource related functions within the HRM unit in conjunction with the AO: HRM. Processing of appointments, service terminations, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, management of pay sheets and commuted overtime. Salary administration (i.e. salary determination, overtime, periodical and sessional payments) Assist with all telephonic and written queries related to People Management. Assist with Recruitment and Selection. Grading, OSD and non-OSD

ENQUIRIES : Ms. S Share Tel No: (021) 658-5476

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 : 11 April 2025

POST 11/203 : **ADMINISTRATION CLERK: SUPPORT (MEDICAL & ANCILIARY) (FUNCTIONAL BUSINESS UNIT: PAEDIATRICS)**
(Chief Directorate: Rural Health Services)

SALARY : R216 417 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health/patient environment. Inherent requirement of the job: Willingness to work overtime and relief in other departments as operational required. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Good computer (MS Word, Excel, Outlook) and numeracy skills. Knowledge of Clinicom and Logis. Ability to maintain confidentiality.

DUTIES : Perform patient administration and financial duties: completion of patient documentation (Clinicom) and filing of documents in accordance with the filing system of the Department. Perform general administration duties, e.g. record keeping of all medical & nursing personnel activities, typing, telephone duties and photocopying. Managing and ordering of stock on LOGIS and assist with assets. Deliver an effective admin support service to all members of the multi-disciplinary team

ENQUIRIES : Dr S Camp Tel No: (023) 348 1100 / Sr C Pieterse Tel No: (023) 348 1443

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

CLOSING DATE : 11 April 2025

<u>POST 11/204</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as Enrolled Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Inherent requirement of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Ability to lift and turn patients, stand for long hours and lift heavy equipment. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy.
<u>DUTIES</u>	:	Provide implementation of the nursing plan (clinical practice or quality patient care) under direct/indirect supervision of a Professional Nurse. Provide basic clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404 2109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)" The pool of candidates will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/205</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Khayelitsha Community Health Centre (X1 Post) KESS Mental PHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as 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, shifts and do night duties. Willingness to rotate within the Sub Structure as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES</u>	:	Ms. B. Gaji-Mbunge Tel No: (021) 360 5200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 11 April 2025
- POST 11/206** : **FOOD SERVICES SUPERVISOR**
- SALARY** : R183 279 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate hospital catering and food service experience. minimum 3 years. Experience supervising an industrial catering service. Experience in the preparation of breast milk supplementation in a sterile milk room environment. Inherent requirement of the job: Dress according to departmental specifications. Work a 10—hour day shift and weekend duties (1 in 2). Competencies (knowledge / skills): Familiar with Excell software. Previous positive leadership experience in Food Service. Understanding of the PGWC Food Service Policy and monitoring process. Knowledge of the Labour Relations Act and Occupational Health and Safety Act. Knowledge and/or experience of safe preparation of breast – milk substitutes in sterile milk room environment.
- DUTIES** : Supervision of FSA's in the correct receiving, storage, preparation, cooking and distribution of all types meals including meals for children, parents, special diets and external clients daily. Supervise the cleaning and the maintenance of the kitchen area and equipment and adhere to occupational safety standards. Assist with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and also stock control of the kitchen). Preparation of breast milk substitutes in sterile environment using safety guidelines in the sterile environment. Communicate with Food Service Manager/Dietitian and feedback on any problems or recommendations.
- ENQUIRIES** : Ms M Coetzee Tel No: (021) 658-5407
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : It will be expected from shortlisted candidates to complete a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 April 2025
- POST 11/207** : **NURSING ASSISTANT GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Elsies River CHC
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after-hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in a multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
- DUTIES** : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Ms. JJ Heunis Tel No: (021) 931-0211
- 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. 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 vacant Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/208</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Khayelitsha Community Health Centre Michael Mapongwana Community Day Centre Khayelitsha Eastern Sub Structure Office Nolungile Community Day Centre Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None after registration with SANC as a Nursing Assistant. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms. B. Gaji-Mbunge Tel No: (021) 360-5200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/209</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (WARD 10)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable

experience in nursing after registration with the SANC as Nursing Assistant. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.

DUTIES : Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940-4416
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates 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 posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/210 : **NURSING ASSISTANT GRADE 1 TO 3**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R277 070 per annum

CENTRE : Paarl Regional Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC. Inherent requirements of the job: Ability to work under pressure. Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to communicate effectively (verbal and written). Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : Monitor patients' vital signs and report any abnormal findings. Provide bed- and pressure care to patients. Actively participating in in-service training interventions. Reporting on patient safety and adverse incidents.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860 2504 or anthea.solomons@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 qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/211 : **NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)**

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R227 070 per annum Khayelitsha Eastern Sub Structure
<u>DUTIES</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willing to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Assist patient with activities of daily living (physical care). Provide elementary clinical nursing care- checking of vital signs, operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures and prepare patient for diagnostic and surgical procedures. Effective record keeping of Nursing notes on patient folder and adhere to Infection Prevention Control practices. Advocate and ensure the promotion of nursing ethos and professionalism and maintain professional growth, ethical standards, and self- development. Provide basic education according to individual needs of patients and family upon discharge of the patient.
<u>NOTE</u>	:	Ms P Ncumani Tel No: (021) 360 4314 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 other vacant Nursing Assistant 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>POST 11/212</u>	:	11 April 2025
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>DRIVER (HEAVY DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>DUTIES</u>	:	R155 148 per annum Lentegeur Hospital
<u>ENQUIRIES APPLICATIONS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid code C (Code 10) manual driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime, perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to work amongst people with disabilities/special mental healthcare needs.
<u>NOTE</u>	:	Ensure an efficient and effective transport service for Lentegeur Hospital, including transport of clients, personnel, goods and services. Ensure routine Maintenance, inspecting of vehicles and timely reporting of defects. Ensure an effective daily Transport Administration and support to Supervisor. Ensure vehicles are kept clean, tidy and roadworthy condition. Ensure correct collection and delivery of bloods and specimens.
<u>CLOSING DATE</u>	:	Ms AS Brandt Tel No: (021) 830 2704 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>POST 11/213</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical/written and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>SALARY</u>	:	11 April 2025
<u>SALARY</u>	:	<u>SEAMSTRESS</u> R155 148 per annum

<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Inherent requirements of the job: To work overtime including weekends and Public Holidays. Experience: Appropriate experience in the operating of a sewing and overlocker machine. Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Knowledge of mending of torn or damaged hospital linen and knowledge of fabrics and fibers.
<u>DUTIES</u>	:	Effective and efficient manufacturing of hospital textile garments. Effective and efficient recycling of linen/garment/clothing items through mending, alteration and reproducing. Recording of linen and sewing related items. Effective stock and quality control of the sewing items as well as efficient storage, issuing and receipt of clean linen and other related items. Handling of soiled, infectious, infested and condemned linen. To perform relief duties within the hospital linen management department and filing duties.
<u>ENQUIRIES</u>	:	Ms P. Gudwana Tel No: (021) 404-5315
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/214</u>	:	<u>PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic reading, writing and numerical skills. Inherent requirements of the job: Willingness to work overtime, shifts including nightshift, weekends and on public holidays. Must be prepared to handle corpses. Must be of sober habits. Experience: Appropriate porter experience in a hospital/health environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs.
<u>DUTIES</u>	:	Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.
<u>ENQUIRIES</u>	:	Ms A Gonya Tel No: (021) 360-4412
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Porter post 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 assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/215</u>	:	<u>LINEN STORES ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum Requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime; e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linenbank and wards. Prepared to relieve in other sections of Support services Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linenbank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Knowledge of stock and infection control.
<u>DUTIES</u>	:	Maintain a high standard of cleanliness, hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linenbank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
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 : 11 April 2025

POST 11/216 : **CLEANER**
Overberg District

SALARY : R131 265 per annum
CENTRE : Barrydale CC, Swellendam Sub-district
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.

ENQUIRIES : Ms G Van der Westhuizen Tel No: (028) 514 8400
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. No payment of any kind is required when applying for this post
CLOSING DATE : 11 April 2025

POST 11/217 : **DRIVER (LIGHT DUTY VEHICLE)**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Beaufort West Sub District PHC (Stationed at Beaufort West Hospital)
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirement of the job: Valid Code C driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and perform standby duties when required. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.

DUTIES : Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.

ENQUIRIES : Ms A Hansen Tel No: (023) 414 - 8202
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
CLOSING DATE : 11 April 2025

POST 11/218 : **DRIVER (LIGHT DUTY VEHICLE)**
Western Cape Health Warehouse

SALARY : R131 265 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience on transportation of passengers and goods in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Valid Public Driving Permit (PDP). Work overtime as per needs requirement and perform standby duties, after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of the Transport Circular of 2000. Ability to accept accountability and responsibility and to work independently and unsupervised. Good

knowledge of road network in the Peninsula. Relief staff within the component when required. Safe driving skills. Must be of sober habits.

DUTIES : Daily transporting of official passengers, post, packages, goods and equipment as well as completion of Logbooks. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr C Stuurman on Cameron.Stuurman@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 : 11 April 2025

POST 11/219 : **HOUSEHOLD AID**
Garden Route District

SALARY : R131 265 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Appropriate knowledge of stock, assets, linen and equipment control.

DUTIES : Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.

ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604 - 6104

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/220 : **GENERAL WORKER (STORES ASSISTANT) (SUPPLY CHAIN MANAGEMENT)**
Garden Route District

SALARY : R131 265 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Appropriate experience in receiving and distribution of stock. Inherent requirement of the job: Valid Driver's license (Code B/EB). Physical ability to lift heavy boxes. Competencies (knowledge/skills): Good written and verbal communication skills.

DUTIES : Load and offload stock on the vans. Transport goods to and from different sections. Pack stock in boxes according to standards. Receipt of stock from bulk store. Prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.

ENQUIRIES : Mrs A Rein Tel No: 044) 302 - 8468

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/221 : **FOOD SERVICES AID**
Central Karoo District

SALARY : R131 265 per annum

CENTRE : Laingsburg Hospital

- REQUIREMENTS** : Minimum Requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in preparing patient meals in hospitals will be to your advantage. Inherent requirement of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills. Self-disciplined, motivated, sober habits, willingness to develop skills and undergo training. Ability to read, write and interpret recipes to prepare the meals to be served and be able to use an electronic kitchen scale. Appropriate knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit.
- DUTIES** : Provision of food services, including pre-preparation & preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement & Control hygienic environment according to occupational health and safety prescripts including infection control. Maintenance of appliances and equipment. Assist with human resources development program for the unit.
- ENQUIRIES** : Ms C Bothma Tel No: (023) 814-2024
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 11 April 2025
- POST 11/222** : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District
- SALARY** : R131 265 per annum
CENTRE : Garden Route District Office (Stationed at Mossel Bay Hospital)
REQUIREMENTS : Minimum Requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods in health environment. Inherent requirement of the job: Valid code (C1/EC) (Code 8) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Ability to handle heavy objects. Competencies (knowledge/skills): Good Communication skills. Appropriate knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products and carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Conduct routine maintenance and cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Assist with loading of patients in/out of ambulances/vehicles, to and from, beds, trolleys or wheelchairs and vice versa. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Relief staff within the Support Service component when required.
- ENQUIRIES** : Ms R Coetzee Tel No: (044) 604 – 6110
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/223** : **FOOD SERVICE AID**
Chief Directorate: Rural Health Services
- SALARY** : R131 265 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirement of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends, public holidays and overtime if requested Competencies (knowledge/skills): The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

- DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
- ENQUIRIES APPLICATIONS** : Mrs H Botha Tel No: (023) 348-1222
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 test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/224** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (SESSIONAL) (20 SESSIONS)**
Chief Directorate: Metro Health Services
Contract until 31 March 2026
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Karl Bremer Hospital, Bellville
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Inherent requirements of the job: Medical Specialist will be expected to do clinical work as per work schedule in the in or outpatient department. (20 sessions per week) Valid (Code B/EB) driver's license. Must be flexible to accommodate changes in the schedule and willing to perform outreach. Willingness to travel. Competencies (knowledge/skills): Appropriate experience in providing Paediatrics and neonatal services. Excellent clinical expertise and clinical governance. Excellent skills in teaching and training of undergraduate students, medical interns and medical officers. Good leadership, communication, interpersonal, analytical and problem-solving skills.
- DUTIES** : Clinical services- Provide a clinical service to in- and outpatients Clinical care coordination - Coordinate, plan and ensure adherence to and promotion of good clinical care outcomes for paediatric and neonatal patients. Clinical service administration- Assist with related clinical administrative tasks. Teaching and Training of undergraduate students, interns and medical officers in clinical areas.
- ENQUIRIES APPLICATIONS** : Dr C. Geldenhuys Tel No: (021) 918-1204
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 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 practical assessment. The pool of applicants will be considered for other Medical Specialists in Paediatrics posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/225** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC: HAEMATOLOGY/ONCOLOGY) (12 SESSIONS)**
(12-Month Contract)
- SALARY** : Grade 1: R457 per hour

<u>CENTRE REQUIREMENTS</u>	: Grade 2: R521 per hour : Grade 3: R603 per hour : Red Cross War Memorial Children's Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Applicants must have a valid APLS/ PALS certificate. Applicants must be willing to work morning shifts (8am to 12pm / 9am to 1pm) as required. Applicants must be willing to be flexible with workdays based on service requirements. Competencies (knowledge/skills): Ability to work in a professional team. Appropriate post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Ability to provide a comprehensive paediatric service to Haematology/Oncology patients. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	: Provide a high-quality clinical service to patients and their families. Mentor junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES APPLICATIONS</u>	: Prof Alan Davidson Tel No: (021) 658-5185 or Email: alan.davidson@uct.ac.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. 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).
<u>CLOSING DATE</u>	: 11 April 2025
<u>POST 11/226</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS & GYNAECOLOGY) (SESSIONAL) (20 HOURS PER WEEK)</u> Chief Directorate: Rural Health Services (1 Year Contract)
<u>SALARY</u>	: Grade 1: R457 per hour : Grade 2: R521 per hour : Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	: Worcester Regional Hospital : 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 Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform

Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's license. Competencies knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr E Manefeldt Tel No: (023) 348-1100
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 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 Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/227 : **PROFESSIONAL NURSE (GENERAL - PHC) (24 SESSIONS)**
 (1 Year Contract)
 Garden Route District

SALARY : Grade 1: R208 per hour
 Grade 2: R248 per hour
 Grade 3: R248 per hour

CENTRE : Ladismith CDC and Vanwyksdorp Satellite 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 Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. - **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements 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 license 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. -Ability to work in a team across the service platforms.

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 : Ms S Labuschagne Tel No: (028) 551 -1010
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 requirement, 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 : 11 April 2025

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 14 April 2025

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

OTHER POSTS

POST 11/228 : **CHIEF QUANTITY SURVEYOR: EDUCATION INFRASTRUCTURE REF NO: DOI 26/2025**

SALARY : Grade A: R1 042 170 per annum, (all-inclusive salary package), (OSD as prescribed).
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate B-Degree in Quantity Survey or relevant qualification; A minimum of 6 years post qualification experience; Compulsory registration with South African Council of Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving license. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health and Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme/project management, research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cashflow management; Governance: Allocate, monitor and control resources; Compile risk logs(database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans,

operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Ms Jodie Thomas at Jodie.Thomas@westerncape.gov.za.

ENQUIRIES

POST 11/229

QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH AND EDUCATION INFRASTRUCTURE REF NO. DOI 27/2025 (X2 POSTS)

SALARY

Grade A: R721 476 - R774 267 per annum
Grade B: R821 142 - R876018 per annum
Grade C: R925 146 - R1 084 368 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE

Department of Infrastructure, Western Cape Government

REQUIREMENTS

An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement. Generic: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES

Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES

Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za

POST 11/230

ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: DOI 72/2024 R1

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) in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 3 years relevant experience in Finance/ Supply Chain Management/ Accounting/ Auditing. Recommendation: Relevant accounting experience and working knowledge of SCOA; 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: Accounting; SCOA; PFMA; Logistical Information System (LOGIS); Asset Management; Skills needed: Written and verbal communication; Proven computer literacy in MS Office package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Problem-solving and Decision-making.

DUTIES : Implement the asset management system, including the establishment and implementation of the Asset Management Unit and Departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Human Resource Management.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4636

POST 11/231 : **ASSISTANT DIRECTOR: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: DOI 25/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ Bachelor's degree (equivalent or higher qualification); A minimum of 3-years supervisory level experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Extensive knowledge and experience in Human Resources; Exposure to professional needs for training programmes and Performance Management; Knowledge and experience inroads engineering or related services; Experience in developing instructional and training programmes; Proven experience in written communication; Ability to collect data and assess program monitoring and evaluation activities; Strong interpersonal and communication skills; Strong leadership and coaching skills; Willingness and ability to travel regularly throughout the Western Cape. Competencies: Knowledge of the following; Public Finance Management Act (PFMA); Road and Transport Legislation and Policies; Skills Development frameworks; OSD on Engineering and Related occupations; Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Political sciences and public policy; Relationship management; Communication (written and Verbal); Problem solving and decision making skills.

DUTIES : Manage and oversee the resources to ensure the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply the Batho Pele concept in service delivery; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Manage information by applying tools and techniques to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres.

ENQUIRIES : Mr Michael Hendrickse Tel No: (021) 483 3107.

POST 11/232 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE AND HEALTH INFRASTRUCTURE (BUILDING) REF NO: DOI 34/2025 (X2 POSTS)**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3-years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and

understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Proven computer literacy; Report writing; Written and verbal communication.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215.

POST 11/233 : **CHIEF WORKS INSPECTOR (MECHANICAL), HEALTH INFRASTRUCTURE REF NO: DOI 31/2025**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Building construction on-site experience; Preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Skills needed: Proven computer literacy; Technical report writing; Written and verbal communication; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications, and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215

POST 11/234 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 28/2025 (X5 POSTS)**

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 : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3-years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Recommendation: Working knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and workaway from home; Efficient computer literacy and good working knowledge of MS Office suite. Competencies: Knowledge of the following: Geotechnical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication(written and verbal);Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management.

DUTIES : Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop, implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr NJ van Gass Tel No: (021) 483 5160

POST 11/235 : **PROJECT ADMINISTRATOR: EDUCATION INFRASTRUCTURE REF NO: DOI 29/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Administration rules and regulations; Departmental information systems (BAS, ECM, SITS); Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational skills; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all development and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES : Mr P Williams at Peter.Williams@westerncape.gov.za

POST 11/236 : **ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION: HEALTH INFRASTRUCTURE REF NO: DOI 33/2025 (X2 POSTS)**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Administration rules and regulations; Departmental information systems (BAS, BIZ Project, My Content, SITS); Skills needed: Computer literacy (MS Word and Excel); Meet deadlines; Record keeping; Written and verbal communication; Ability to work under pressure; Ability to work independently and in a team.

DUTIES : Render administrative and reception assistance to professional staff regarding filing ,GG transport, telephone account and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.

ENQUIRIES : Mr P Williams at Peter.Williams@westerncape.gov.za

POST 11/237 : **ACCOUNTING CLERK: SALARIES REF NO: DOI 35/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Proven working knowledge/exposure in MS office packages (MS Word and Excel). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislation, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL,BAS, LOGIS). Skills needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal; Decision making; Problem solving; Ability to work under pressure.

DUTIES : Reconcile and prepare payments& pay-over; Execute Standard Operating Procedures in relation to salary and expenditure; Report inability to comply with prescribed requirements; Ensure conformity of PFMA.

ENQUIRIES : Ms J Davids Tel No: (021) 483 4040.

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 : 14 April 2025

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

OTHER POSTS

POST 11/238 : **REGIONAL COORDINATOR: CDW MANAGEMENT: REGION B (WEST COAST)**
REF NO: LG 17/2025

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); A minimum of 3 years relevant Community Development Worker (CDW) experience. Recommendation: Community Development Learnership Certificate; Exposure to community liaising; 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 and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Presentation skills; Influencing skills; Motivational skills; Analysing skills.

DUTIES : To manage and supervise the staff performance management of teams of CDW's (between 20-40), people at levels 6 and 8 and to lead the team to perform effective functions within the communities and municipalities; To develop a Joint District Work Programmes taking into account the National, Provincial and Municipal programmes, and assist in resolving blockages to effective implementation work plans; To communicate with Municipalities, Government Departments and communities, and promote and enhance networks with other stakeholders in order to improve services delivery; Compile monthly reports and documents, as required, on progress, issues attended to, implement action taken and monitor outcomes; Co-ordinate, manage and monitor CDW's – HR, Admin and Records; Promote, enhance and accelerate community access to government services through information sessions, mobilisations and discussions; Deputise, and maintain regular contact with Deputy CDW Provincial managers and refer requiring strategic interventions or advice.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 11/239 : **REGIONAL COORDINATOR: CDW MANAGEMENT: REGION A (METRO 2, CITY OF CAPE TOWN) REF NO: LG 18/2025**

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); A minimum of 3 years relevant Community Development Worker (CDW) experience. Recommendation: Community Development Learnership Certificate; Exposure to community liaising; 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 and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Presentation skills; Influencing skills; Motivational skills; Analysing skills.

DUTIES : To manage and supervise the staff performance management of teams of CDW's (between 20-40), people at levels 6 and 8 and to lead the team to perform effective functions within the communities and municipalities; To develop a Joint District Work Programmes taking into account the National, Provincial and Municipal programmes, and assist in resolving blockages to effective implementation work plans; To communicate with Municipalities, Government Departments and communities, and promote and enhance networks with other stakeholders in order to improve services delivery; Compile monthly reports and documents, as required, on progress, issues attended to, implement action taken and monitor outcomes; Co-ordinate, manage and monitor CDW's – HR, Admin and Records; Promote, enhance and accelerate community access to government services through information sessions, mobilisations and discussions; Deputise, and maintain regular contact with Deputy CDW Provincial managers and refer requiring strategic interventions or advice.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 11/240 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CDW PROGRAMME (METRO 2 CITY OF CAPE TOWN) REF NO: LG 19/2025**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' relevant experience in community development; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proof of voluntary work to the benefit of the community. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Applicable policies and service delivery orientation; Cognisant of the regulatory and compliance framework; Dynamics, culture and language of the target community; Government operations and procedures. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Literacy and numeracy; Presentation; Influencing; Motivation and analysing skills.

DUTIES : Develop the local work programme taking into account the National, Provincial and Municipal Programmes Competency; Liaise between Regional Manager, Municipalities as well as Government Departments (Provincial and National); Reporting and information management; Stay abreast on all services rendered by government and the processes and mechanisms to access the services; Supervise community development worker teams.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 11/241 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (BANKING) REF NO: LG 16/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Relevant experience in a financial environment. Competencies: A good understanding and knowledge of the following: Basic financial operating systems (such as BAS - Basic Accounting System); Financial accounting processes; Public Finance Management Act, National and Provincial Treasury Regulations, and other financial policies, prescripts and directives. Skills needed: Written and verbal communication; Proven computer literacy in MS Office Packages (Word, Excel, PowerPoint); Numeracy and accuracy; Working with people; Ability to work under pressure; Ability to work independently and as part of a team.
DUTIES : Banking; Petty cash and cashier duties; Maintenance of supplier's entity information/database on BAS (Basic Accounting System); Journals.
ENQUIRIES : Mr D Isaacs Tel No: (021) 483 9121

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 14 April 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/242 : **ASSISTANT DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: WCMD 16/2024**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Mobility related systems and technology; Project management methodologies and procedures; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Skills needed: Proven computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Planning and organising; Analytical; Report-writing; Presentation; Interpersonal; Problem solving.
DUTIES : Render support with the integration of the various mobility systems; Render support with the co-ordination and promotion of mobility related systems in collaboration with the relevant stakeholders, including land transport systems; Provide accurate and timeous departmental information to enable effective and efficient decision-making within the department; Managerial functions.
ENQUIRIES : Ms T Singh Tel No: (021) 483 5519
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/243 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT (WEST COAST) REF NO: WCMD 23/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Western Cape Mobility Department

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 year's experience at supervisory level in a road safety management working environment or related fields; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of heavy-duty driver training assistance; Monitoring of services rendered by driver training schools; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Oversee the planning of road safety education and awareness interventions in the West Coast Region; Ensure that the road safety targets are reached in the West Coast Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.
<u>ENQUIRIES</u>	:	Mr A Kafaar Tel No: (021) 911 2162 – extension 105
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/244</u>	:	<u>DEMAND ANALYST: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 18/2025</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a supply chain management working environment. Competencies: Knowledge of the following: Procurement and provisioning services; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes and circulars; Public Service Anti-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, government financial systems; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations; Labour Relations legislation and regulations; Performance management; Skills needed: Numeracy literacy; Proven computer literacy; Written and verbal communication; Project Management and Administration; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
<u>DUTIES</u>	:	Render support with the facilitation of demand planning for specific Mobility related commodities as well as products, services and equipment; Render support with the facilitation of acquisition management support; Render support with the facilitation of contract management support in the Department; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms CK Davids Tel No: (021) 483 6019
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/245</u>	:	<u>ADMINISTRATIVE OFFICER (ICT AND SYSTEMS): SYSTEMS AND TECHNOLOGY REF NO: WCMD 17/2025</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in an administrative support working environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Department; financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list, expenditure commitment reports; General office administration and database management; General support systems such as BAS; Information and Record

Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems; Public Finance Management Act, 1999 (PFMA), National Treasury Regulations and Provincial Instructions; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising and planning; Problem solving.

DUTIES : Render line administrative support services; Co-ordinate ICT activities and maintain the relevant systems; Provide support to the Sub-Directorate for supply chain management; Render advice and liaise with regard to administrative matters.

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

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

POST 11/246 : **SUPPLY CHAIN LIAISON OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 19/2025**

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

CENTRE : Western Cape Mobility Department

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in a supply chain management working environment. Competencies: Knowledge of the following: Procurement and provisioning services; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act(PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiation; Supply chain management AOS, Delegations; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Problem-solving; Report-writing; Analytical; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Render support to ensure collaboration with various suppliers and stakeholders to optimise procurement activities and streamline supply chain management processes; Acts as liaison nodal point between the Department and all external partners; Communication and cooperation; Reporting and Database Management; Supervisory functions.

ENQUIRIES : Ms AL Adams Tel No: (021) 483 6329

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

POST 11/247 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 27/2025**

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

CENTRE : Western Cape Mobility Department

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year experience in a financial accounting and/or management accounting working environment. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL, LOGIS and BAS or similar systems. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislation, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA),1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; General information support systems such as PERSAL, LOGIS and BAS; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning and organising; Problem-solving; Report-writing; Record Keeping; Interpersonal Relations;

Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.

DUTIES : Manage the claims recoverable and payables; Manage the clearance of balances in the assets and liabilities account and the adjustment journals for the Department; Manage the provision of asset and liability information for monthly; IYM reporting/financial statement reporting; Authorising claim payments; Authorising all receipts; Ensure that all cashier functions and duties are done; Manage and clear all suspense accounts in cash management section; Reconcile and clear all bank interfaces and exceptions; Manage and checking of daily cashflow; Checking and authorising revenue payment; Confirmation of payments over 1 million banking detail; Clear funds account and compiling confirmation of funds to Provincial Treasury; Manage, oversee and or authorise banking reconciliation monthly; Render support with the authorising of BAS journals; Render support with the reconciliations of licenses, permits registration and penalty fees; Ensure completeness and accuracy of financial information; Perform supervisory functions.

ENQUIRIES : Mr PS Marinus Tel No: (021) 483 5313
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/248 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 21/2025**

SALARY : R216 417- R254 928 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Experience in a financial accounting and/or management accounting working environment. Competencies: A good understanding of the following: financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Public Service Act, 1994, as amended; Basic Conditions of Employment Act, 1997; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Financial operating systems; Database Management; Information and Records Management; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and Organising; Recordkeeping; Problem-solving; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Cashier duties; Banking services; Bookkeeping duties; Provide personnel administration clerical support services within the component.

ENQUIRIES : Mr PS Marinus Tel No: (021) 483 5313
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/249 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 22/2025 (X2 POSTS)**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Experience in a financial accounting and/or management accounting working environment. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS); Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Financial Accounting: Render financial accounting transactions; Receive invoices (e.g. payment vouchers and PERSAL claims); Check invoices for correctness, verification and approval (internal control); Process invoices(e.g. capture payments); Filing of all documents; Perform Bookkeeping support services; Capture all financial transactions; Clear ledger accounts; Compile journals; Provide payment office clerical support

services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component.

ENQUIRIES : Ms A Matthews Tel No: (021) 483 2931
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/250 : **CLEANER: TRAFFIC SUPPORT SERVICES (BRACKENFELL) REF NO: WCMD 20/2025**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding cleaning equipment; Good communication skills (written and verbal).

DUTIES : Provision of all cleaning services in the Directorate Traffic Law Enforcement (Brackenfell); Clean general kitchens; Cleaning the restrooms; Keep and maintain cleaning material and equipment; Set up venues for meetings and perform ad hoc tasks.

ENQUIRIES : Ms L Phillips Tel No: (021) 9831500
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF 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 : 14 April 2025

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

OTHER POSTS

POST 11/251 : **ADMINISTRATIVE OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: POCS 03/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 1-2 year post matric qualification (equivalent or higher); A minimum of 3 years relevant experience. Recommendation: Proficiency in technology and IT Systems. Competencies: Knowledge and understanding of the following: Public Service Legislation and procedures; Government protocol; Meeting protocol; Complex minute-taking; Financial administration (budget, procurement and SCM); Spheres of government; Departmental operational systems and procedures etc, LOGIS. Skills needed: Proven computer literacy; Communication (written and verbal) skills; Ability to function under rapidly changing and pressurized circumstances; Administration skills;

Time Management skills; Working with People; Following Instructions and Procedures; Writing and Reporting; Planning and Organizing; Delivering Results and Meeting Customer Expectations; Learning and Researching; Relating and Networking; Presenting and Communicating Information.

DUTIES : Render a secretariat/receptionist service to the Office of the WCPPO; Provide general administrative office support services; Provide financial and supply chain management support to the Office of the WCPPO; Render a registry and knowledge management service to the component.

ENQUIRIES : Ms G Isaacs Tel No: (021) 483 0669

POST 11/252 : **PERSONAL ASSISTANT: WESTERN CAPE POLICE OMBUDSMAN REF NO: POCS 04/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Police Oversight and Community Safety, 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 a support service to management/ senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proficiency in technology and IT Systems. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Administrative and Office Management; Technology and IT Systems. Skills needed: Proven computer literacy; Written and verbal communication; Language skills and the ability to communicate with people at different levels and from different backgrounds; Excellent telephone etiquette; Sound organisational skills; Good people skills; High level of reliability; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation; Basic knowledge on financial administration.

DUTIES : Provide a secretarial/receptionist support service to the Ombudsman; Render administrative support services to the Ombudsman; Provide general office support; Adhoc duties; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms G Isaacs Tel No: (021) 483 0669

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 : 14 April 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you

not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 11/253 : **DIRECTOR: CORPORATE LEGAL ADVISORY SERVICES (SOCIAL CLUSTER)**
REF NO: DOTP 26/2025

SALARY : R1 216 824 per annum (Level 13)
CENTRE : Department of Premier, Western Cape Government
REQUIREMENTS : A legal qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level in a legal practice or legal department in the public or private sector. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment. Competencies: Proven knowledge of: constitutional, legal and institutional arrangements governing the South African public sector; the South African legal system with a specific focus on Constitutional Law, Administrative Law and the Law of Contract; policies of the government of the day, with specific reference to the Provincial Strategic Plan; global, regional and local political, economic and social affairs impacting on the Western Cape Government; inter-governmental and international relations; people management and administrative systems and processes; and financial management processes. The ability to give independent advice on complex legal matters; The ability to brief and oversee the work of legal professionals; Excellent inter-personal skills; Excellent communication skills; Excellent negotiating and problem-solving skills; Outstanding planning, organising and people management skills; Access to and the ability to develop and maintain networks relevant to the task environment; Computer literacy skills. Recommendation_A LLB degree with admission as an advocate or attorney.

DUTIES : Line Management: Provide formal legal opinions and legal advice to the Provincial Executive and provincial departments in the social cluster (Health and Wellness, Education, Police Oversight and Community Safety, Environmental Affairs and Development Planning, Agriculture, Social Development, Cultural Affairs and Sport); Render advice to the Provincial Executive and provincial departments in the social cluster on correspondence of a legal technical nature. Ensure legally sound contracts. legal inputs on behalf of Members of the Provincial Executive and departments in internal and external forums. Verify the legal aspects in submissions to the Provincial Cabinet, Provincial Ministers and Heads of Department. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate, and Directorate's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director: Legal Governance and Advisory Services on a regular basis on the activities of the Directorate and on matters of substantial importance. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure Human Resource Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

ENQUIRIES : Adv. NJ Boshoff Tel No: (021) 483 3377

OTHER POSTS

POST 11/254 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 29/2025**
(3-Year Contract Period)

SALARY : R444 036 - R532 602 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3-years' supervisory experience in a Recruitment and Selection environment at a administrator/recruiter level. A valid code B driving license. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency-based recruitment processes and the administrative processes

which is associated with these tasks; Advising senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyse information; Ability to work under pressure and meet deadlines.

DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSS, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

POST 11/255 : **TALENT SOURCING OFFICER: RECRUITMENT AND SELECTION REF NO: DOTP 28/2025 (X3-POSTS)**
(3-Year Contract Period)

SALARY : R308 154 - R362 994 per annum (Level 07), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification) majoring in Human Resource Management or B-Degree (or higher qualification) in Industrial Psychology; A minimum of 3 year's experience in a Recruitment and Selection environment, A valid code B driving license. Recommendation: Experience in the following: Online recruitment system and providing a support function; Competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative; Data management; Advising Senior and Executive management on the recruitment and selection processes and best talent; Willingness to work longer hours and travel when required, A valid code B driving License. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head-hunting processes; Shortlisting and interview processes; Public service / government policies; Competency Based Recruitment; Online recruitment systems; Database management. Skills in the following: Communication (verbal and written); Monitoring, evaluation and reporting; Presentation; Consultative and effective Problem solving; Research; Networking working with people and ability to meet customer expectations; Computer literacy.

DUTIES : Responsible for drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Identify, address and resolve selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalise interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database and reporting on delays; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Communication across various levels regarding e-recruit processes.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

POST 11/256 : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 27/2025**

SALARY : R216 417 per annum (Level 05)

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendation: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

DUTIES : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

ENQUIRIES : Mr L Gqoboka Tel No: (021) 483 4707

PROVINCIAL TREASURY

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

CLOSING DATE : 14 April 2025

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

OTHER POSTS

POST 11/257 : **ASSISTANT DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: PT 04/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, SCM or public administration; A minimum of 3 year's experience in supply chain management, A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Developing and implementing policies and prescripts; Conducting compliance to policies and prescripts assessment. Competencies: Knowledge of the following: Public sector supply chain management legislation, policies and procedures; Business intelligence analytic capability; Research and reporting procedures; Skills needed: Communication (written and verbal); Writing and reporting; Analysing; Presenting and communicating information; Learning and researching; Applying expertise and technology.

DUTIES : Develop, review and continuously improve supply chain management policies, strategies, systems, best practices, norms and standards; Provide advice, guidance and support on implementation of supply chain management policy, norms and standards; Establish supply chain management governance mechanisms and enforce compliance; Monitor and enforce compliance; Monitor, evaluate and report on supply chain management system and supplier performance.

ENQUIRIES : Ms Lee-Anne Cupido Tel No: (021) 483 5486

POST 11/258 : **ASSISTANT DIRECTOR (PUBLIC PRIVATE PARTNERSHIP ANALYST) REF NO: PT 39/2024 R1**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Economics, Commerce or Built Environment; A minimum of 5 years relevant functional

experience in monitoring infrastructure projects/ programmes; 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: Public service policies and procedures; Functioning of National/ Provincial as well as Local Government; Financial Management; Working knowledge of Treasury Regulation 16 and National Treasury's PPP Manual / National Treasury's Municipal Service Delivery and PPP Guidelines; Project Management; Written and verbal communication skills; Proven computer literacy (MS Office).

- DUTIES** : Conduct assessment of potential PPP infrastructure projects; Provide support in the implementation of PPP infrastructure projects; Analyses restructuring projects and feasibility studies; Provide technical assistance, support and advice for PPP infrastructure projects; Monitor compliance with relevant regulations governing PPP's.
- ENQUIRIES** : Ms C Cloete Tel No: (021) 483 6862
- POST 11/259** : **ADMINISTRATIVE OFFICER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 05/2025 (X2 POSTS)**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Accounting, Information Systems or Business Management; A minimum of 3years experience in financial systems. Recommendation: Enhancement of data support and quality using Power BI for visualisation for insights. Competencies: Knowledge of the following: Financial systems; Administration; Strategic planning and organising skills; Communication skills (written and verbal); Proven computer literacy.
- DUTIES** : Assist departments with enquiries pertaining to financial systems; Assist with investigation of discrepancies in data sets and enable a clean and up to date data set; Maintenance and re-verification of reporting categories for financial systems; Perform financial system support functions; Provide training to financial system users; Supervise human resource staff.
- ENQUIRIES** : Mr X Spelete Tel No: (021) 4835650/Mr B Gordon Tel No: (021) 4837634