

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

CLOSING DATE : 26 May 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 15/273 : **REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES (ELSENBURG)**
REF NO: AGR 40/2025

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Clerical or relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Registry duties, practices and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Skills in the following: Proven computer literacy; Planning and organisation; Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Provide registry services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry service; Process documents for archiving and disposal.

ENQUIRIES : Ms A Hanise Tel No: (021) 808 5116
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 15/274 : **LABORATORY ASSISTANT: POST-MORTEM AND PARASITOLOGY (STELLENBOSCH)**
REF NO: AGR 39/2025

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (or equivalent qualification). Recommendation: Appropriate experience. Competencies: Skills needed: Self-motivated; Good interpersonal; Good listening; Record keeping; Physical fitness, Reliable and Good communication (written and verbal).

DUTIES : General and specialised cleaning in the pathology section of the laboratory including the removal of general and biological waste; Assisting veterinarians with animal handling during postmortem examinations; Disposal and composting of carcasses; Provide clean and sterilized instruments for postmortem examinations and perform stock taking.

ENQUIRIES : Dr. A Avenant Tel No: (021) 808 7533
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 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 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 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

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

CLOSING DATE : 26 May 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 15/275 : **CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 20/2025**

SALARY : R325 101 - R382 959 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 Arts. Recommendation: Experience of the following: Community liaison; Client management; Electronic systems; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management (application of the key principles).Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Financial, operational management and administration of facility bookings; Management of correspondence, enquiries and complaints; Provide administrative and technical support to the component; Management of basic research into best practice models into management of similar facilities and recording the findings; Give input into policies and frameworks related to the usage of the cultural facilities and facilitate the implementation thereof; Management of information (storage / filing);Collect, analyse, compile and update data of all bookings as well as revenue collection related to the seven cultural facilities.

ENQUIRIES : Ms L Jephtha Tel No: (021) 483 9722

POST 15/276 : **MUSEUM OFFICER: SATELLITE MUSEUM LWANDLE MIGRANT LABOUR REF NO: CAS 21/2025**

SALARY : R325 101 - R382 959 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 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Ability to motivate own ideas and approaches; Ability to breakdown problems into manageable parts and identify solutions; Ability to listen well and be receptive to the ideas of others; Ability to manage conflict; Ability to communicate(verbally or in writing) with ease and confidence; Ability to speak in public and make presentations to large or small groups; Ability to review and critique research reports; Ability to critique exhibition guides; Ability to comprehend complex ideas, theories to concepts by analysing copious information from desperate sources.

DUTIES : Governance and administration of the museum as well as related activities; Facilitate, present and implement public programmes and relations; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

ENQUIRIES : Ms L Hutton Tel No: (021) 483 9703.

POST 15/277 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND & ACQUISITION MANAGEMENT REF NO: CAS 24/2025**

SALARY : R325 101 - R382 959 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 1 year experience in Supply Chain/ Acquisition Management environment. Recommendation: Experience in bids; 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; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Report writing. Skills in the following: Interpersonal skills; Numeracy; Analytical; Computer literacy; Written and verbal communication skills; Problem Solving; Decision Making; Project Management; Accounting Finance and Audit; Information Technology; Economic, financial analysis; Strategic Planning.

DUTIES : Provide a bid administration function; Render support services during the development of specifications / Terms of Reference (TOR); Provide additional support to the Division Demand and Acquisition Management Unit; People Management.

ENQUIRIES : Mr S Andrews Tel No: (021) 483 9559

POST 15/278 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 22/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain and Asset Management; Asset Management Guidelines; Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Preferential Procurement Policy Framework Act and PPPFA Regulations. B-BBEE; Procurement activities; Asset management policies and procedures /procurement policies and procedures; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Report writing; Written and verbal communication.

DUTIES : Rendering asset management clerical tasks; Update and maintain asset registers; Assist with BAS/Logis Monthly Reconciliations; Identify and administer redundant, non-serviceable and obsolete moveable assets for disposal; Request and receive quotation in respect of asset acquisitions and disposals; Monitor, analyse and determine actions to ensure proper asset and disposal management; Provide support to line function.

ENQUIRIES : Mr G Cloete Tel No: (021) 483 8294

POST 15/279 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS, CONTRACTS AND PERFORMANCE MANAGEMENT REF NO: CAS 23/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain Management; Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Report writing; Written and verbal communication.

DUTIES : Perform clerical tasks in the creation of orders for goods and services; Render clerical activities in the processing of payments; Monitor, analyse and determine actions to ensure proper contract administration; Update and maintain SCM registers; Provide support to line function.

ENQUIRIES : Ms D Arendse Tel No: (021) 483 9561

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 26 May 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 15/280** : **DEPUTY DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 22/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years management level experience; 2 years of work experience must be in the stakeholder management or economic analysis and planning or location-based project implementation. Recommendation: A Commerce qualification in Economics at NQF 7 as recognised by SAQA; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable economic policies and procedures; Economic Analysis; Research and economic data management; Stakeholder management; Project management; Monitoring and evaluation; Information systems that aid in the management of knowledge and information; Financial management; Public service procedure. Skills in the following: Numeracy; Computer literacy; Language; Research; Written and verbal communication; Interpret and apply relevant policies and procedures; Analytical thinking (Policy and programmatic analysis); Problem-solving; Decision-making; Project and knowledge management; Facilitation; Presentation; Networking; Organising and Planning; Report writing; Interpersonal relations; Financial management; Leadership and conflict management.
- DUTIES** : Guide, facilitate and support local municipal economic planning, strategy and implementation; Facilitate and strengthen economic Eco-systems within municipalities; Co-ordinate and synergize DEDAT plans and activities within municipalities and districts; Facilitate and coordinate municipal-level data and intelligence for economic planning; People Management; Financial Management.
- ENQUIRIES** : Fayruz Dharsey(fayruz.dharsey@westerncape.gov.za)
- POST 15/281** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDAT 23/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management (e.g. BCOM Accounting); A minimum of 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. Competencies: Knowledge of the following: Knowledge of financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations –NTR’s, Provincial Treasury Directives/Instructions – PTI’s);National and Provincial instruments and legislation pertaining to human resources; Financial management and accounting; Financial information; Modern systems of governance; Supply chain; Policy analysis, policy development, policy regulations, implementation and review processes; People Management processes. Skills in the following: Numeracy; Computer Literacy; Language skills; Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; Strategic Planning; Analytical; Presentation/Report writing; Communication; Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Research; Deciding and Initiating Action; Planning and Organizing; Creating and Innovating; Formulating Strategies and Concepts; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Leading and Supervising; Presenting and Communicating Information; Analysing; Entrepreneurial and Commercial Thinking; Working with People.
- DUTIES** : Develop, implement and maintain financial accounting revenue management and expenditure management policies, processes and procedures; Ensure revenue and expenditure management and provide financial administration and accounting services; Plan and manage the work of and account for the overall performance of the Sub-directorate; People and Financial Management.
- ENQUIRIES** : Mymoena Abrahams Tel No: (021)483 9138
- POST 15/282** : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 30/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Business Administration or related field; 3 years middle management experience; Minimum of 3 year’s experience in small business /MSME development. Recommendation: Postgraduate qualification; A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Knowledge of economics; Enterprise development; Research application in economics; Financial management; Stakeholder management; Management principles; Project management; Public Service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Project management; Analytical skills; Policy analysis skills; Financial management skills; Problem-solving skills; Planning and organising skills; Influencing skills; Presentation skills; Conflict management skills; Communication skills (written and verbal);

- Relationship management skills; Networking and linking skills; People management skills; Motivational skills.
- DUTIES** : Develop, implement and monitor programmatic initiatives to facilitate MSME access to non-financial and financial support; Promote entrepreneurship to contribute towards an entrepreneurial culture; Develop and implement strategies, policies, plans and programmatic initiatives for micro, small, and medium enterprise development; Facilitate micro, small, and medium enterprise ecosystem collaboration and partnership; Provide strategic support to provincial and municipal enterprise initiatives; Administration (Financial Management and People Management).
- ENQUIRIES** : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628
- POST 15/283** : **PERSONAL ASSISTANT: ECONOMIC ENABLEMENT REF NO: DEDAT 18/2025**
- SALARY** : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, 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: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: Knowledge of the following: The relevant legislation/ policies/prescripts and procedures; Basic financial administration; Record management systems; Procurement of goods and services; Relevant software packages (advanced). Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Computer Literacy (MS office); Report writing (submissions, letters); Organising and planning skills; Time management skills; Recording of minutes; Research skills; Ability to work independently and as part of a team.
- DUTIES** : Render administrative support services; Provide a secretarial/receptionist support service to the manager; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : John Peters: John.Peters@westerncape.gov.za
- POST 15/284** : **PERSONAL ASSISTANT: SKILLS DEVELOPMENT REF NO: DEDAT 28/2025**
- SALARY** : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, 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 3 years experience in rendering a support service to management/senior management. Recommendation: Experience in the skills or education ecosystem. Competencies: Knowledge of the following: Relevant legislation/ policies/prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly/record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package(Word, Excel, PowerPoint);Communication skill (written and verbal); Draft documentation like submissions and letters; Sound organising, planning and time management skills (workshops, conferences); Run and maintain a record management system; Work under pressure; Analyse documents and situations; Ability to work independently and as part of a team.
- DUTIES** : Provide a secretarial/receptionist support to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents and ensures that the application thereof is understood properly.
- ENQUIRIES** : Ms M Parker Tel No: (021) 483 9429
- POST 15/285** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 19/2025 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: An appropriate tertiary qualification or in the process of completion in Accounting / Financial Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statements; Public Service financial legislations, procedures and Treasury Regulations (PFMA,DORA, NTR, PTR.); Financial operating systems (PERSAL,BAS, LOGIS); Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Language;

Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Render financial accounting transactions; Perform salary administration support services; Bookkeeping and admin support services.

ENQUIRIES : Mr A Allie Tel No: (021) 483 9238

POST 15/286 : **ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO. DEDAT 24/2025 (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 05)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with mathematics as a passed subject. Recommendation: Relevant experience in an administrative support function; In process of obtaining tertiary qualification in Accounting/Economics; A good level of computer literacy (MS Office), especially good level of Excel capability; A post matric financial qualification with either economics or accounting. Competencies: A good understanding of the following: Numeracy; Computer Literacy; Language skills; Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; Communication; People Management; Research; Interpersonal relations; Flexibility; Innovation; Organizing; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People.

DUTIES : Maintenance of filing system in the Sub-Directorate; Collection and collation of relevant budget statistics; Ensuring the upkeep of the monitoring and evaluation system of staff; Organisation of meetings with Programme Managers and Programme units; Perform secretariat function to finance meetings with Programmes/ main divisions; Provide personnel administrative clerical support services within the component; Provide financial administrative support services in the component.

ENQUIRIES : Robert Le Breton: Robert.lebreton@westerncape.gov.za Tel No: (021) 483 9158

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 26 May 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 POST

POST 15/287 : **GRAPHIC DESIGNER: STRATEGIC AND OPERATIONAL SUPPORT REF NO: EADP 06/2025**
(12 Month Contract Position)

SALARY : R397 116 - R467 790 per annum (Level 08), plus 37% in lieu of benefits

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Graphic Design or related; A minimum of 1-year appropriate experience. Recommendation: Adobe Creative Suite Creative Suite; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Design and Colour Theory; Adobe Creative Suite; Design studies; Design principles, techniques and tools; Exhibition techniques; Stylistic and decorative processes and techniques; Exhibition techniques; Stylistic and decorative processes and techniques; Printing and reproduction processes; Dynamics of Social Awareness Communication; Marketing and Communication Theory. Skills needed: Computer literacy in MS Office Package; Time management; Creative/innovative thinking; Problem solving skills; Written and verbal communication skills; Fine eye for detail; Ability to work independently and as part of a team; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to be meticulous and accurate.

DUTIES : Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts; Determine select size and arrangement of illustrative material and copy, and style and size of type; Determine the objectives and constraints of the design brief by consulting with clients and stakeholders; Formulate design concepts for the subject to be communicated; Prepare sketches, diagrams, illustrations and layouts to discuss design concepts; Select, specify or recommend functional and aesthetic materials and media for publication,

delivery or display; Review final layouts and suggest improvements as needed; Maintain an archive of images, photos, or previous work products for future use; Prepare notes and instructions regarding the selected design for production purposes; Supervise or carry out the production in the chosen media; Develop graphics and layouts for product illustrations, company logos, and Internet websites; Generate new images using computer software; Accept client briefs and interpret them into visual communication products, ensuring that they are brand of high standard and completed with required timeframe; Advise and assist external service providers in interpreting the brand guidelines and rules; Advise and assist internal stakeholders in interpreting the brand guidelines and rules; Review final layouts and suggest improvements as needed; Confer with clients to discuss and determine layout design; Preparing artwork for final production, both print and electronically.

ENQUIRIES : Mr R van Jaarsveldt Tel No: (021) 483 4051

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 15/288 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (OTORHINOLARYNGOLOGY)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum

A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : 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 a Medical Specialist in Otorhinolaryngology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Otorhinolaryngology (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 Otorhinolaryngology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Good clinical experience in the management of general and specialist ENT surgery that includes adults and children. Good experience and surgical training in head and neck, rhinology and otological surgery. Ability to perform complex surgical cases unsupervised (e.g. total laryngectomies, pituitary surgery, subtotal petrosectomy) will be an advantage. An operative logbook will need to be submitted with the application and will be used for shortlisting. Willingness to work at and across Groote Schuur, Red Cross Children's, and peripheral hospitals as part of a structured monthly schedule. Ability to work well in a team. Experience in trainee education is also an advantage. Willingness to work overtime as required. Valid Driver's licence. Computer literacy, database management. Competencies (knowledge/skills): The ability to work in a busy tertiary care hospital network of providing specialist ENT surgery, specifically in areas noted above. Involvement in all other aspects of ENT surgery will be required. Ability to supervise registrars acquiring ENT surgical competencies and operative experience. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced surgical skills.

DUTIES : Provide full time ENT surgery specialist care including Outpatient, Inpatient, Emergency and Afterhours service as a specialist ENT surgeon. Services include paediatric and adult patients. Outreach activities to support paediatric surgical services in the province. Provide support to Head of Clinical Unit ENT Surgery in administrative duties, including quality, efficiency and outcome improvements, participation in human resource management, clinical audit, data management, monitoring and evaluation and clinical governance. Participation in all academic activities of the department, research, and teaching and training of under- and post-graduate students and other health personnel.

ENQUIRIES APPLICATIONS : Prof Shazia Peer - shazia.peer@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 23 May 2025

POST 15/289 : **SENIOR REGISTRAR (MEDICAL) (PAEDIATRICS NEUROLOGY)**
(2 Year Contract)

SALARY : R1 341 855 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Competencies (knowledge/skills: Experience in paediatrics neurology. Excellent communication skills. Ability to function independently at a level of a Medical Specialist in Paediatrics. FCPaed. MMed (Paed). Paediatric Neurology and Child Development Association of Southern Africa (PANDA) membership.

DUTIES : To render a comprehensive clinical service in Paediatric Neurology covering day-time work and after-hours. To provide Paediatric Neurology inpatient and/or outpatient care, including clinical teaching, administration, management and research.

ENQUIRIES : Prof R van Toorn Tel No: (021) 938-9113

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

NOTE : Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrar-ship 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 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 as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 23 May 2025

POST 15/290 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum

A portion of the package can be structured according to the individual's personal needs.

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiation Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. Inherent requirements of the job: Ability and willingness to work overtime. Competencies (knowledge/skills): Proven ability to function independently as a specialist clinical oncologist, providing radiotherapy, chemotherapy, palliative care and supportive care services. Appropriate understanding of the systems, structures and values of the Western Cape Government Department of Health and Wellness. Dedication to patient care and to maintaining professional integrity. Excellent knowledge and skills in routine and emergency oncology, including chemotherapy administration, specialized radiation techniques, protocol development and adherence, and palliative and supportive oncology. Knowledge and skills appropriate for the supervision of undergraduate and postgraduate student research. Knowledge and skills appropriate for undergraduate and postgraduate teaching and training in Clinical Oncology. Computer literacy (MS Word, Excel, PowerPoint, Outlook, TEAMS). Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students.

- DUTIES** : Render an appropriate chemo and radiation service to Oncology patients within the limitations imposed by the hospital administration. Management of own clinical medical service area. Participation in Divisional management. Participating in Teaching and Training. Participating in the operational research environment.
- ENQUIRIES APPLICATIONS** : Dr H Burger Tel No: (021) 938-4727, e-mail. henrietteburger@sun.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Radiation Oncology with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 23 May 2025
- POST 15/291** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)**
Chief Directorate: Strategy
Directorate: Health Intelligence
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Public Health Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health Medicine. Inherent requirement of the job: Willingness to work overtime / irregular hours. Valid driver's license. Willingness to travel to the districts and nationally if required. Competencies (knowledge/skills): Excellent knowledge of public health principles, practice and trends including epidemiology and biostatistics. High level proficiency in data analysis, statistical software packages (Stata or R) and good knowledge of general computer literacy, computer science and databases. Strong ability to conduct, analyse, interpret and evaluate surveys, research, investigations and programmes. Leadership, managerial, project management, presentation, interpersonal and communication skills. Decision-making, critical thinking, problem-solving and policy development skills.
- DUTIES** : Supervision and support for the public health medicine registrar programme within the Department. Academic activities consistent with the mandate of the university including convening MPH courses/s and conducting research. Provincial public health collaboration with both internal and external stakeholders ensuring strong relationships and a comprehensive archive of public health resources. Support the Department in terms of research agenda setting and research translation. Provide support to the Chief Director - Strategy and Directorate Health Intelligence with regards to health systems strengthening, policy, research, planning, and implementation of public health interventions.
- ENQUIRIES APPLICATIONS** : Ms L Shand Tel No: (021) 483 2639 Lesley.shand@westerncape.gov.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. 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** : 23 May 2025
- POST 15/292** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X4 POSTS)**
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum

		(A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. 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 Anaesthesiology. 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 Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.
<u>DUTIES</u>	:	Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof S Chetty, email: seanchetty@sun.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 the post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	23 May 2025
<u>POST 15/293</u>	:	<u>PRIMARY HEALTH CARE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha/Eastern Sub-structure Office
	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).
<u>DUTIES</u>	:	Overall management (Operational and Strategic) of the PHC component of the Sub-district (CHC's, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with Community Based Services in the Sub-district. Management of the critical support services. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JA Kruger Tel No: (021) 360-4622
	:	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 written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 May 2025

<u>POST 15/294</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 EMERGENCY MEDICINE (X2 POSTS)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142,553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur 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 a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Ability to work as part of a multidisciplinary team. Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Ability to communicate effectively (verbal and written). Desire to conduct research. Additional courses for example such as ultrasound course, basic surgical skills, PALS would be advantageous. Completion of Community Service and prior Emergency Centre experience.
<u>DUTIES</u>	:	Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment. Partake in the clinical governance for the department including medicolegal matters. Contribute to the teaching sessions for the department. Involvement in innovation projects and research activities within the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Ndwebe Tel No: (021) 404 4157 or email: sinazo.ndwebe@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 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)". Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	:	23 May 2025
<u>POST 15/295</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Health 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. Competencies (knowledge/skills): Excellent written and verbal communication skills. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Proven dedication to patient care and to maintaining professional integrity. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or higher). GCP certification or clinical trial experience.

DUTIES : Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Teaching and supervision of undergraduate medical students rotating through the Division. Clinical administration of oncology service area, including collection of service level data, completion of medical aid authorization forms, medical reports and letter, and medico-legal forms.

ENQUIRIES APPLICATIONS : Dr H Burger Tel No: (021) 938-5992, email. henrietteburger@sun.ac.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 : 23 May 2025

POST 15/296 : **PHARMACY SUPERVISOR GRADE 1**
Cape Winelands Health District

SALARY : Grade 1: R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : TC Newman CDC
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirement of the job: Valid Code (B/EB) drivers' license and willingness to travel in the subdistrict. Willingness to work overtime when and if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.

DUTIES : Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational medicine use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.

ENQUIRIES APPLICATIONS : Ms. S Theron Tel No: (021) 862-4520
: 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 Drakenstein Sub-district for a period of 3 months from date of advert."

CLOSING DATE : 23 May 2025

POST 15/297 : **REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X6 POSTS)**
(4 Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital (X5 Posts)
Parow Valley and Paarl Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia (DA(SA)) successfully completed. Effective

- leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.
- DUTIES** : Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.
- ENQUIRIES APPLICATIONS** : Prof S Chetty Tel No: (021) 938-9226
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Appointment as Registrar will be for a maximum contract period of 4 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 registrar-ship 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. "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)".
- CLOSING DATE** : 23 May 2025
- POST 15/298** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Metro Health Services
- SALARY** : R849 702 per annum, (A portion of the package can be structured to the individual's personal needs).
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in a Finance/Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's licence and willingness to travel. Competencies (knowledge/skills): Effective management of revenue and expenditure budget of the institution. Effective financial control for institution. Effective management of SCM processes for Hub and Spoke principled model implanted in the Sub Structure. Effective asset management for Hub and Spoke principled model implanted in the Sub Structure. Effective patient administration. Effective Information Management for data collection and reporting. Effective people management of component.
- DUTIES** : Ensure compliance to QC and Vetting Committee, Bid Committee and AOS. Effective warehouse management. Provide adequate service to all platforms and end users in the hospital and the facilities. Ensure regular asset count for hospital and facilities. Remain within the target set by head office for total payments paid within 30 days. Monitor all agency payments. Present expenditure reports and trends in monthly meetings. Meet revenue budget targets. Release accounts within 14 days and follow up on accounts. Ensure accuracy in capturing patient information. Ensure quality improvement plans for timeous authorization and follow up of medical aid approvals, rejections and accounts. Support to Supervisors and components, identify weaknesses in the various units and monitor progress and improvement plans. Determine training and development needs for staff within the various units.
- ENQUIRIES APPLICATIONS** : Mr EA Swart Tel No: (021) 377-4306
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a competency test. No payments of any kind are required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their

appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.

CLOSING DATE

: 23 May 2025

POST 15/299

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY

: R693 096 per annum

CENTRE

: Uniondale CC, George Sub District

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): -Exposure to managerial functions in Primary Health Care Facilities. Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES

: Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.

ENQUIRIES

: Ms MJF Marthinus Tel No: (044) 814 - 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. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

CLOSING DATE

: 23 May 2025

POST 15/300

: **OPERATIONAL MANAGER NURSING (SPECIALITY AREA: NEONATOLOGY)**

SALARY

: R693 096 per annum

CENTRE

: Tygerberg Hospital, Parow Valley

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse and Midwife with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES

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

ENQUIRIES

: Mrs F Baartman Tel No: (021) 938-4055

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 23 May 2025

POST 15/301

: **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands District

SALARY

: R656 964 per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)

<u>CENTRE REQUIREMENTS</u>	: Montagu CDC, Langeberg Sub-district : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): In depth knowledge and application of Ideal Clinic. In depth knowledge and application of Nursing, public service legislation, the Practical Approach to Care Kit, including Community Oriented Primary Care. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel; PowerPoint).
<u>DUTIES</u>	: Operational and strategic Service Delivery management for the Sub-district, for Burden of disease management of Prioritized APP/DHP/AOP targets (i.e. CDC's, clinics, and mobiles). Internal Governance and Leaderships of special service programs: COPC project, Quality improvement, Staff allocation, Registry Hygiene, Clinical and Pharmacy governance, Clinic Flow External governance and aligning: COPC, Facility Committee/Stakeholder Engagements, Public-Private- Partnerships; NGO staff management, Ecosystem alignment. Leadership and People Management- People Administration and Development. Strategy and Health Support: Data interpretation and strategic guidance to improve outcomes Finance, Asset, Infrastructure and Supply Chain Management
<u>ENQUIRIES APPLICATIONS</u>	: Mrs MP Williams Tel No: (023) 626-8542 : 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. A practical test and a competency test will form part of the selection process. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 23 May 2025
<u>POST 15/302</u>	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION, PREVENTION AND CONTROL)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R549 192 per annum : Tygerberg Hospital, Parow Valley : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/ recognisable experience in nursing after registration with the South African Nursing Council in General Nursing. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Good verbal and written communication skills. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	: Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service at Tygerberg Hospital. Identify the need for standards, policies and procedures regarding IPC. Participate in developing the standards and monitor the implementation process. Effective management and utilisation of resources to ensure operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs F Baartman Tel No: (021) 938-4055 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	: 23 May 2025
<u>POST 15/303</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OCCUPATIONAL HEALTH AND SAFETY)</u> Chief Directorate: Rural Health Services: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 369 (PN-B1) per annum : Grade 2: R583 989 (PN-B2) per annum

- CENTRE REQUIREMENTS** : Valkenberg Hospital
 : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Occupational Health Nursing Science. 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 period of 14 years actual service and/or appropriate/ recognizable post-registration experience in General Nursing. At least 10 years of this period must be appropriate/ recognizable experience in the Occupational Health and Safety after obtaining the relevant 1 year post basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Computer literacy (MS Word, Excel and Outlook).
- DUTIES** : Manage the staff wellness clinic, promote wellness and prevent injuries and diseases in the workplace and provide training to staff. Conduct risk assessment and audits. Provide occupational Health clinical services and a safe and healthy workplace. Provide advisory services on OHS matters. Provide an effective and efficient administrative system and control of the occupational health clinic.
- ENQUIRIES APPLICATIONS** : Mr Mapitsi Photo Tel No: (021) 826-5801
 : 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 the post basic qualification in: Occupational Health Nursing Science with the South African Nursing Council. 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** : 23 May 2025
- POST 15/304** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)**
- SALARY** : Grade 1: R476 367 per annum
 : Grade 2: R583 989 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital
 : 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: Orthopaedic Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirement of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Orthopaedics department 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 Specialist Nurse in Orthopaedic Nursing. 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 and rehabilitation of orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.
- ENQUIRIES APPLICATIONS** : Mrs N Rasmus Tel No: (021) 404 3181
 : 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 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: Orthopaedic Nursing.

CLOSING DATE

: 23 May 2025

POST 15/305

: **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY

: Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
Plus, an 8% non-pensionable rural allowance of your annum basic salary.

**CENTRE
REQUIREMENTS**

: Haarlem CC, George Sub District
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES

: Assist with the management of the Burden of Disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

**ENQUIRIES
APPLICATIONS**

: Ms MJF Marthinus Tel No: (044) 814-1100
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

CLOSING DATE

: 23 May 2025

POST 15/306

: **ANALYST DEVELOPER**
Directorate: Management Accounting

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Head Office, Cape Town based at Bellville Health Park
: Minimum educational qualification: Appropriate three-year National Diploma or Degree (e.g. IT Degree, Mathematics, Accounting, or other subject with numerical orientation) or equivalent. Experience: Appropriate experience working with data and Information Systems. (e.g., gathering, cleaning, integrating, and analysing datasets. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Problem solving, Analytical and innovating thinking, Computer literacy and proficiency with MS Word, Excel, Power Point and data management software. Report writing, Planning and organising and Sound knowledge of Microsoft Technologies that manipulate datasets (Azure) and SQL. Knowledge of SDLC (Software Development Life Cycle).

DUTIES

: Finance business and systems analysis to understand the requirements of Finance reporting and analysis, work with IT in developing software development-design programs from program specifications to meet Finance requirements, resulting in draft model/project plan, Liaison with client/business partner and vendors to ensure that business requirements are met. Knowledge of Software Development and Coding, which includes various programming languages. Requirement Analysis and Solution Design, which includes gathering and analyzing business requirements. Database management, which includes writing queries and stored procedures.

Collaboration and Documentation (Entity relation diagrams, context diagrams, etc.) Develop Power BI dashboards and publish them.

ENQUIRIES : Mr. F Adonis Tel No: (021) 815 8643
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 : 23 May 2025

POST 15/307 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (COLLECTIVE BARGAINING)**
Chief Directorate: Employee Relations

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law or Labour Relations. Experience: Appropriate experience in Labour Relations, with specific reference to the collective bargaining sector, in the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal, planning, organising skills and conflict management skills. Ability to think analytically and the ability to resolve problems. Bargaining skills and knowledge of collective bargaining structures and processes. Understanding of service delivery within essentials services sector and strike management. Investigative and presiding knowledge and skills in respect of disciplinary matters/hearings. Dispute resolution skills and knowledge. Computer Literacy in Ms Office Skills.

DUTIES : Manage and coordinate all administrative and logistical functions relating to the PHSDSBC, CCPWC forums, other collective bargaining structures and all relevant task teams, and committees emanating from it. Represent the employer at all relevant bargaining council's, chambers and meetings. Monitoring and evaluation of Institutional Management and Labour Committees (IMLC's) within the Department of Health and Wellness. Draft and present reports to management relating to all collective bargaining matters. Manage and co-ordinate any industrial action within the Department. Management of discipline and grievances when required. Represent the employer at conciliation and arbitration hearings. Management of employees within the sub-directorate. Conduct and facilitate relevant labour relations training.

ENQUIRIES : Mr FB Van Rooyen Tel No: (021) 831-58655
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 : 23 May 2025

POST 15/308 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R468 459 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/ Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in supporting or implementation of quality assurance initiatives in a health care facility. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy skills with MS office suit. Leadership-, interpersonal, good communication and organisational skills. Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. Experience in customer care and complaints management.

DUTIES : Effectively coordinate and manage Quality and Risk programmes. Collect, analyse data and provide technical reports and presentations, including quality improvement plans, for internal and external stakeholders. Manage compliance and improvement in terms of: Ideal Facility, Adverse Patient Incidents, Compliments, Complaints and Suggestions, Patient Experience of Care and PAIA. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development.

ENQUIRIES : Mr. JW Lucas Tel No: (021) 918-1224
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 23 May 2025

<u>POST 15/309</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE</u> Directorate: Health Intelligence
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three year National Diploma or Degree with subjects relevant to Information Management. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work away from home and work overtime when required. Competencies (knowledge/skills): Analytical and conceptual skills including numeracy, problem solving and business analysis. Project and staff management skills with an ability to perform confidently in a complex environment under pressure. Collaboration and interpersonal skills including excellent communication, writing and relationship management skills. Technical and system knowledge: Excellent computer skills (MS Office) with knowledge of Western Cape Government Health and Wellness electronic systems. Power-BI skills will be an advantage. Administrative and policy skills: Office admin, human resource knowledge and skills with strong leadership, management skills.
<u>DUTIES</u>	:	Develop an operational plan aligned with the strategic plan and department imperatives and ensure implementation of it through project management. Ensure the effective development, implementation and management of national and provincial information policies and systems through standardized data collection, stakeholder engagement, cross-team collaboration, and the expansion of automation and digitization. Ensure departmental data meets quality criteria through standardized processes, timely submission, and robust audit support, including conducting internal audits, monitoring compliance, compiling feedback reports, training, supporting facilities and compliance teams during audits, and developing and implementing effective data quality tools and procedures. Provide strategic support through accurate and timely information and knowledge and performance reporting. Supervise, manage, lead and upskill a cohesive team/unit according to the relevant policies and procedures.
<u>ENQUIRIES</u>	:	Ms L Shand Tel No: (021) 483 2639 or Lesley.Shand@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>	:	23 May 2025
<u>POST 15/310</u>	:	<u>CASE MANAGER</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience preferably at hospital level, alternatively at a medical scheme or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.
<u>DUTIES</u>	:	Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. -Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.
<u>ENQUIRIES</u>	:	Ms J Jooste Tel No: (021) 938-4140
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	23 May 2025

- POST 15/311** : **SENIOR ADMINISTRATIVE OFFICER: HRM (COMPLIANCE)**
 Directorate: People Strategy, Sub-Directorate: People Management and Training
- SALARY** : R397 116 per annum
CENTRE : Head Office, Cape Town, (Based at Groote Schuur Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and Auditor General enquiries and audits. Inherent requirement of the job: Valid Code 8 (B, EB) driver's license (certified copy). Willingness to work away from home on a regular basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing, and audits skills. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.
- DUTIES** : Perform relief function at Health facilities in the absence of People Management Staff Assist People Management with identified People Management functions: backlogs, OSD grade progressions, service terminations, ect. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Strategy Advisory Compliance reports, regarding People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of People Management Legislation, policies, practices and conditions of service. Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management. Sample testing of People Management practices and process on Audit Action Plan to verify correct reporting. Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to manager during PM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
- ENQUIRIES** : Mr BS Samuels Tel No: (021) 815 8763
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 : 23 May 2025
- POST 15/312** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**
- SALARY** : R397 116 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate supervisory and management experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids and Contract management. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and or Syspro and the Electronic Procurement System (EPS). Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and Contract Management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting Officer System for Goods and Services (16A) as well as Infrastructure (16B).
- DUTIES** : Effective and efficient management of the Procurement in a Logis and Electronic Procurement System (EPS) environment. Perform the duties as an Approver on EPS. Manage an overall effective and efficient Demand and Acquisition process for the institution. Management of Supplier Non-Performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure that the Contract Management and Procurement Component is effective as well as efficient. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, grievances and SPMS.
- ENQUIRIES** : Mr S Ntsonkotha Tel No: (021) 658-5892 and/or Ms. C Castles Tel No: (021) 658-5780
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 : 23 May 2025

- POST 15/313** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT (LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R397 116 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development in Public Sector. Appropriate experience in PERSAL. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resources Development and Training, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e. Word, Excel and PowerPoint). Ability to work independently.
- DUTIES** : Interpret Labour Relations and Human Resources Development and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD Training Committee including representing the hospital at all Labour Relations and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all Labour Relations and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness Interventions at the institution.
- ENQUIRIES** : Mr A Horak Tel No: (021) 834-5884
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates will be subjected to a practical / written assessment during the interview process. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 May 2025
- POST 15/314** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)**
Chief Directorate: Metro Health Services
- SALARY** : R397 116 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the areas of Patient Administration in a health environment (includes Mental Health Care and Waiting List Coordination). Appropriate Case Management experience. Appropriate experience in HIS systems. Appropriate CLINICOM experience. Appropriate Accounts Receivable (AR) experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in MS Office. Understanding of patient service delivery. Knowledge of UPFS, ICD-10 Coding, EDI Procedure, Medical Scheme Act 131 of 1998, PFMA of 1999, hospital information systems (e.g., CLINICOM, AR, JAC, BI) and the Mental Health Care Act (No 17 of 2002). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines.
- DUTIES** : Supervision of staff and liaison with relevant role players in matters relating to the areas of admissions, ward support, mental healthcare and waiting list sections. Improve patient flow and folder administration. Sound communication with respect to updating clinical information for externally funded clients and audit of H2-P invoices. Clear interpretation and implementation of policies, protocols and procedures relating to case management, admissions, ward administration and mental healthcare compliance. Evaluate and Monitor ICD-10 Coding for all hospital patients. Render support to Management and the rest of the hospital.
- ENQUIRIES** : Ms E van der Westhuizen Tel No: (021) 833-9445
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** : 23 May 2025
- POST 15/315** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R397 233 per annum

	Grade 2: R463 941 per annum
	Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	: Khayelitsha District Hospital, Khayelitsha/Eastern Sub-Structure Office
	: Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade1: None after registration with the Health Professions Council of South Africa (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 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Willingness to work after hours. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients. Ability to be flexible and innovative in response to differing client needs and work within the interdisciplinary team. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Computer literacy in MS Office.
<u>DUTIES</u>	: Provision of Occupational Therapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures/ persons including resource management and adherence to HR prescripts. Participation in training and development including guidance of students.
<u>ENQUIRIES APPLICATIONS</u>	: Dr A Martin Tel No: (021) 360-4336
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 23 May 2025
<u>POST 15/316</u>	: <u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Directorate: Supply Chain Management, Western Cape Health Warehouse
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town
	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and /or Accounting as a passed subject and /or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the full spectrum of Supply Chain Management, with the main focus being on Inventory Management and Warehousing. Appropriate warehouse experience in operations. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Supervisory skills. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.). Good managerial and supervisory skills Good written and verbal communication skills. Knowledge of PFMA, Finance instructions, Treasury regulations, inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO/LOGIS/MEDSAS. Knowledge and ability to apply the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook) Uphold good warehouse practices.
<u>DUTIES</u>	: Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage inventory, consumable stock levels and Bi-Annual stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Fisher, email: yahn.fisher@westerncape.gov.za
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 23 May 2025

<u>POST 15/317</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Be able to manage a team of Procurement Clerks Knowledge and experience of the Procurement process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and maintenance services 16B.
<u>DUTIES</u>	:	Facilitate the Procurement process for Red Cross War Memorial Children's Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorise transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other) Accurate and timeous reporting of information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding Supply Chain matters. Effective management of Institution's Infrastructure procurement. Ability to work overtime as and when required. Developing and training staff in Supply Chain Management. Perform supervisory functions by advising training and development of own staff.
<u>ENQUIRIES</u>	:	Mr S Ntsonkotha Tel No: (021) 658 5892
<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>	:	23 May 2025
<u>POST 15/318</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Matzikama Sub-district Office, Matzikama Sub-district: West Coast District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Direct client care through provision of optimal, holistic nursing care. Stakeholder engagement. Education and training. Administration and Service delivery design and support. Monitoring and Evaluation.
<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. Shortlisted candidate 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 other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.
<u>CLOSING DATE</u>	:	23 May 2025

- POST 15/319** : **PROFESSIONAL NURSE GENERAL GRADE 1 to 3 (X3 POSTS)**
Chief Directorate: Metro Health Services Mitchells Plain Hospital
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Willingness to rotate to other departments due to operational requirements. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.
- DUTIES** : Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
- ENQUIRIES APPLICATIONS** : Mr. R. Geswindt Tel No: (021) 377 -4410
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 23 May 2025
- POST 15/320** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: SCHOOL HEALTH)**
Cape Winelands District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Robertson CDC, Langeberg Sub-district
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. Registration with a Professional Council: Registration with the SANC as 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/recognisable 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 requirements of the job: Valid (code B/EB) driver's licence. Willingness to work after hours and to travel as required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.
- DUTIES** : Provide clinical school health services to learners with parental consent in schools, i.e. health assessment, immunisation and deworming. Participate in campaigns. Support the CCW and the teacher as part of the team within the school environment as well as the professional nurse in special schools. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays. Monitor referrals and link with community structures. Monitor and Evaluate the Program, data management and reporting.
- ENQUIRIES APPLICATIONS** : Mrs. MP Williams Tel No: (023) 626-8542
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. A practical test may form part of the selection process. 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 post within Langeberg Sub-district for a period of 3 months from date of advert.

CLOSING DATE

: 23 May 2025

POST 15/321

OCCUPATIONAL THERAPY TECHNICIAN

SALARY

: R269 106 per annum

CENTRE

: Nelspoort Hospital

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: **Grade 1:** None after obtaining an appropriate qualification that allows for registration as an Occupational Therapist with the Health Professional Council of South Africa (HPCSA). **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for registration as an Occupational Therapy Technician with the Health professional Council of South Africa (HPCSA). Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Basic computer literacy. Ability to work in a team and independently. The ability to communicate (written + verbal) Ability to be flexible and innovative in response to differing client needs. Assisting in wheelchair repairs. Manage own caseload independently under the supervision of an OT. Accurate and timeous completion of relevant administrative forms/tasks. Regular and accurate stock checks Sound knowledge of various physical and mental health conditions and management thereof. Supervision experience with regards to patients.

DUTIES

: Implementation of specific Occupational Therapy Clinical Service under the Supervision of an Occupational Therapist. Assisting and presenting of hand activities (arts and crafts, needlework ect.) Contributes to specific Occupational Therapy Assessments through conducting screening evaluations according to set clinical protocols and guidelines. Contributes to Occupational Therapy Intervention through planning, implementing and evaluating activities according to prescribed program. Performs all administrative tasks related to Clinical Service Delivery including record keeping and data information. Assist with progress and development of OT program. General Administrative Duties not related to Clinical Service Delivery. Including stocktakes and quality control. Contributes to Physical Resource management. Attending relevant meetings.

ENQUIRIES

: Ms R Jonker Tel No: (023) 414 8200/48

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. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status'. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from the date of advert.

CLOSING DATE

: 23 May 2025

POST 15/322

ADMINISTRATION CLERK: SUPPORT (GENERIC)

Garden Route District

SALARY

: R228 321 per annum

CENTRE

: Thembalethu CDC, George Sub District

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Health Information Systems (PHCIS, Sinjani,Tier.Net/ETR and Ideal clinic capturing): Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing) The ability to accept accountability and responsibility and to work independently and unsupervised Excellent communication skills (verbal and written). NOTE: No payment of any kind is required when applying for the post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

DUTIES

: Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry Plus functions. Completion of registration and updating of patient information Effective data management and administer quality monitoring.

Effective data capturing, interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.

ENQUIRIES : Ms M Marthinus Tel No: (044) 8141100
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for the post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
CLOSING DATE : 23 May 2025

POST 15/323 : **ADMINISTRATION CLERK: SUPPORT(WARDS)**
Garden Route District

SALARY : R228 321 per annum
CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic administration. Appropriate administrative experience in a health environment. Inherent requirements of the job: Willingness to relieve other ward clerks/ office of the Nursing Manager and work above your normal hours when required. Willingness to work flexitime/shifts and on weekends/Public holidays Valid (Code B/EB) driver's licence
Competencies (knowledge/skills): Sound communication skills with internal and external clients (Verbal and written), numerical skills and the ability to maintain confidentiality. Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility, have strong organizational skills and to work independently and unsupervised.

DUTIES : Deliver a professional, confidential, efficient patient administration service – including admission and discharge of patients on Clinicom, liaise with clients, ensure follow-up appointments, revenue generation, booking of patient transport and dealing with transport arrangements on discharge and between Hospitals. Information management, recording and collation of daily, weekly and monthly patient statistics. Information management, recording and collation of daily, weekly and monthly patient statistics. Order, monitor and control stock, consumables and equipment manually, as well as electronic processing on LOGIS. Support the Nursing Management and department, by providing additional administrative relief of colleagues, arrange meetings, and taking and typing of minutes and agendas. Deliver an effective administrative support service to members of the hospital health team through supportive functions, e.g. booking of theatre cases, follow-up's and OPD lists; completion and filing of documents and patient folders; management of correspondence; capturing Patient Safety Incidents, Complaints and Compliments and Adverse Incidents on the system and dealing with telephone enquiries.

ENQUIRIES : Ms T. Oerson Tel No: (028) 713-8686
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a competency assessment.
CLOSING DATE : 23 May 2025

POST 15/324 : **ADMINISTRATION CLERK: SUPPORT**
Directorate: People Development Centre, People Development, Plumstead

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in training administration, data capturing and stakeholder engagement. Inherent requirement of the job: Valid Code B/EB driver's Licence. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word).

DUTIES : Training administration support to PDC clinical unit staff. Administrative support with monitoring, evaluation and reporting activities. Administrative support to district managers and PD units regarding clinical training courses. Additional support duties as assigned by PDC management.

ENQUIRIES : Ms E Joubert Tel No: (021) 763-5320
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 : 23 May 2025

POST 15/325 : **ADMINISTRATION CLERK: FINANCE/FEES (CASE MANAGEMENT)**

SALARY : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with

experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related/ Case Management/ Healthcare Facility environment. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy. Good communication skills (verbal and written). Strong sense of confidentiality. Knowledge of ICD 10 coding, ICD 9/ UPFS coding, Hospital Fees Memorandum 18, HIS, Clinicom, AR, Billing and Finance instructions.

DUTIES : Rendering an administrative support to Case Managers within the Hospital, by obtaining authorization for hospital stay or visit. Confirm Medical Aid Membership and ascertain availability of benefits for effective case management purposes. Assist and Ensure efficient workflow processes accurately runs by updated record keeping/ follow-up and obtaining of motivation regarding patient clinical information during the authorization process. Provide patient quotations accurately and record all information regarding Estimation of Costs private funders, special accounts and Medical Schemes, patients or clients. All information to be captured on system. Relieve/Stand-in for colleagues within our department and undertaking various other case management clerical duties as and when required. Communication within Case Management Divisions - Resolve all Medical Aid Authorization Enquiries Telephonic/ Personal/Written queries relating to Medical Aid Authorizations & Confirmations of Admissions. Liaising with the healthcare providers when additional clinical information is required in obtaining authorization and do the required submissions.

ENQUIRIES : Ms P Ackerman Tel No: (021) 404 3470
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 : 23 May 2025

POST 15/326 : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT**
Overberg District

SALARY : R228 321 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent), Experience: Appropriate experience in Human Resource Management, PERSAL. Inherent requirements of the job: -Valid (Code B/EB/C1) drivers' license. Willingness to work overtime. Competencies (knowledge/skills): Excellent verbal and written communication. Computer literacy (MS Office). PERSAL introduction certificate. Knowledge and experience in PERSAL and the relevant functions.

DUTIES : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist personnel with PERMIS. Ensure correct application of Human Resource policies. Provide an effective support function to Supervisor.

ENQUIRIES : Ms B Oliver Tel No: (028) 313 5221
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 subjected to a practical test.
CLOSING DATE : 23 May 2025

POST 15/327 : **ADMINISTRATION CLERK SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R228 321.per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in Districts. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal, numeracy and written). Computer literacy (MS Word, Excel and Outlook), attach proof or mentioned in CV. Sound theoretical and practical knowledge of policies regarding Financial-, Supply Chain-, Warehouse- and Asset Management, LOGIS system functions, PFMA, Treasury Policies and Legislation pertaining to Supply Chain Management. Able to multi-task, function independently and under pressure in a physically demanding environment.

DUTIES : Demand- and Acquisition Management. The receipt and payment of goods and services via the correct processes and the system functions related to the procedures. Assists with the management of assets and inventory, including stocktakes, inspections and disposals. Reconcile accounts/statements on a monthly basis.

ENQUIRIES : Dr H Burger Tel No: (021) 938-4727, e-mail. henrietteburger@sun.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. Shortlisted candidates may be subject to a practical test.
- CLOSING DATE** : 23 May 2025
- POST 15/328** : **ADMINISTRATION CLERK: WARDS (B4 OBSTETRICS8)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration within a Hospital or Healthcare environment. Inherent requirements of the job: Willingness to relieve at various patient administration service points of the Hospital. Competencies (knowledge/skills: Computer literacy in Microsoft Package. Experience in Patient Administration Systems, i.e. Clinicom. Experience in Stock Management and Logistics. The ability to work independently and as part of a team. Good interpersonal and communication skills.
- DUTIES** : Perform Patient Administrative functions within the Ward which include transport bookings, patient queries, reviewing of patient information, perform daily ward rounds and ensuring all patient movements are captured on Clinicom. Ensuring resources within the ward is managed effectively, replenishment of stock and managing stock. Performing data collection and compilation duties for the various Wards / Units on a monthly basis. Providing effective general administrative support to the Ward and Hospital.
- ENQUIRIES** : Ms R October Tel No: (021) 402-6416
- 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 other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 May 2025
- POST 15/329** : **ADMINISTRATION CLERK SUPPLY CHAIN**
Central Karoo District
- SALARY** : R228 321 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: -Appropriate practical experience in Supply Chain Management. Inherent requirements of the job: -Valid (Code B/EB) driver's license. Competencies (knowledge/skills: - Ability to execute duties accurately and thoroughly. Competent in MS Word and Excel. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations, Supply Chain Management and Financial Instructions. Knowledge and experience of LOGIS (Logistical Information System).
- DUTIES** : Timeous procurement of goods and services according to prescripts and policies. Regular follow-up on outstanding orders. Ensure audit compliance regarding orders. Assistance with administration, regarding Contracts Management. File source documents. Handle telephonic and written enquiries from suppliers (companies) and user departments. Display the core values of the Department of Health, Western Cape Government.
- ENQUIRIES** : Ms E Abrahams 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.
- CLOSING DATE** : 23 May 2025
- POST 15/330** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Rural Health Services
- SALARY** : R228 321 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Finance Experience. Appropriate experience in LOGIS. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Computer literacy MS Office. Processing Logis payments.
- DUTIES** : Effective and efficient payment of creditors on the LOGIS systems. Effective and accurate filing of payment batches (Document Control). Support to supervisor, Colleagues and other

Departments. Assist with compiling information for IFS/AFS. Effective and efficient statement reconciliation of suppliers/creditors.

ENQUIRIES : Mr X Damini Tel No: (044) 802-4995 / 4401
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. 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 : 23 May 2025

POST 15/331 : **STAFF NURSE GRADE 1 TO 3 (INTENSIVE CARE UNIT AND PAEDIATRIC WARD 30 BEDS) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Proof of annual registration with the SANC. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "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 : 23 May 2025

POST 15/332 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards of the hospital. Ability to work under pressure. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel. Enhance patient care through the implementation of SOP's, policies, and guidelines.

DUTIES : Development and implementation of basic patient care plans to manage the physical care of patients. Effective basic clinical nursing care of patients by managing the burden of disease. Effective utilization of resources by managing stock and equipment. Manage self-development and keeping ethical standards through effective management of professional growth and ethical standards.

ENQUIRIES : Ms. Rene de Silva Tel No: (021) 808-6103
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.

CLOSING DATE : 23 May 2025

POST 15/333 : **STAFF NURSE GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : 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 South African Nursing Council (SANC) as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and equipment and proper maintaining thereof. Maintain professional growth and ethical standards and seek training opportunities. Functioning within the multi-disciplinary team.

ENQUIRIES : Mr LK Wagenaar Tel No: (027) 2132039
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 other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.

CLOSING DATE : 23 May 2025

POST 15/334 : **HOUSEKEEPING SUPERVISOR**
Central Karoo District

SALARY : R193 359 per annum
CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a health environment. Appropriate administrative and supervisory experience in a Health Sector. Inherent requirements of the job: Valid driver's licence and willingness to travel. Willingness to work overtime, shifts, weekends and public holidays when required. Competencies (knowledge/skills): Ability to communicate effectively. Excellent filing and recordkeeping skills. Knowledge of linen and stock control. Knowledge of infection control. Ability to work independently and in a multi-disciplinary team.

DUTIES : Control of cleaning services at Hospital as well as laundry staff. Stock, equipment and inventory control. Logistical arrangement of training and workshop functions. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms M Viljoen Tel No: (023) 814-2982
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. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert.
- CLOSING DATE** : 23 May 2025
- POST 15/335** : **LINEN SUPERVISOR**
West Coast District
- SALARY** : R193 359 per annum
- CENTRE** : West Coast TB Centre (Sonstraal Hospital, Paarl)
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) / grade 9 (Std 7). Experience: Appropriate supervisory and practical experience in a hospital. Appropriate experience in linen/ laundry service. Appropriate clerical or administration experience. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to interpret the Western Cape Hospital Linen management policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word, Excel, and Outlook).
- DUTIES** : Responsible for overall planning, control, organising, performing, and coordinating tasks related to linen management and be part of the pre-condemning of hospital linen. Supervise and manage personnel in their performance, as well as all other administrative duties and human resource related duties (i.e. staff performance, grievances, and discipline) Liaise with various internal departments regarding hospital linen matters and be part the pre-condemning of hospital linen. Correct handling and perform all aspects of soiled and clean linen. Conduct linen audits. Monitor contractual obligations in terms of the outsourced contracted hospital linen service provider.
- ENQUIRIES** : Mr HL Siegelaar Tel No: (021) 837-8097
- 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 test.
- CLOSING DATE** : 23 May 2025
- POST 15/336** : **NURSING ASSISTANT GRADE 1 To 3 (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : Mitchells Plain District Hospital
- 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 Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
- DUTIES** : Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
- ENQUIRIES** : Mr. R Geswindt Tel No: (021) 377-4410
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 23 May 2025
- POST 15/337** : **NURSING ASSISTANT GRADE 1 TO 3 (CHILDREN'S WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum

	Grade 2: R203 271 per annum
	Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	: Karl Bremer Hospital
	: Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Current 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. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.
<u>DUTIES</u>	: Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms E Linden-Mars Tel No: (021) 918-1276
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: The pool of applicants will be considered for 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>	: 23 May 2025
<u>POST 15/338</u>	: <u>TRADESMAN AID</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 680 per annum
	: Sonstraal Transitional Care Hospital, Paarl
	: Minimum educational qualification: Grade 10 or equivalent certificate. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid (code B) drivers' licence. Willingness to work and travel within the West Coast TB Centre (Sonstraal Hospital, Paarl & ID Hospital, Malmesbury). Physically able to do hard manual labour. Ability to do overtime and standby duties. Competencies (knowledge/skills): Basic reading and writing skills. Ability to read and write written instructions.
<u>DUTIES</u>	: Provide an effective and efficient assistant maintenance and technical support service to the institution(s). Provide excellence service to internal and /or external clients. Maintenance of instalations, machinery, equipment and tools. Render a support function in the workshop. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Mr HL Siegelaar Tel No: (021) 815-8091
	: 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>	: 23 May 2025
<u>POST 15/339</u>	: <u>STERILIZATION OPERATOR PRODUCTION</u> Cape Winelands District
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 680 per annum
	: Brewelskloof Hospital
	: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate and relevant experience working in a decontamination and sterilization unit within a hospital. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays and night duty and overtime when necessary. Competencies (knowledge/skills): Knowledge of the decontamination and sterilisation processes in different areas in the health setting. Good interpersonal and numerical skills. Ability to work in a team environment and independently.
<u>DUTIES</u>	: Provide effective sterilization service to the hospital and the relevant clinics and promote/adhere to infection control as well as health and safety regulations. Use and maintain autoclaves, PPE and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels and issue stock according to departmental needs. Support supervisor with record keeping, projects and functioning within the multi-disciplinary team.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. NL Mahashe Tel No: (023) 348-1311
	: 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 may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 23 May 2025

<u>POST 15/340</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Matzikama Sub-district Office, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods in a health environment. Inherent requirement of the job: Valid (Code C1) driver's license and willingness to travel. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine, maintenance inspections for defects on vehicles and safe driving skills. Must be of sober habits.
<u>DUTIES</u>	:	Transporting of staff rendering the service on the dental mobile unit, the dental unit & equipment. Maintenance of the dental mobile unit (vehicle and equipment). Perform administrative duties. Render support function to supervisor and oral health team.
<u>ENQUIRIES</u>	:	Dr AO Hofmeester-Oncke 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.
<u>CLOSING DATE</u>	:	23 May 2025
<u>POST 15/341</u>	:	<u>PORTER</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Sonstraal Transitional Care Hospital, Paarl
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts and over weekends. Ability and willingness to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to work and communicate with internal and external patients. Good interpersonal and communication skills. Willingness to work in a team.
<u>DUTIES</u>	:	Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment to and from departments. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Responsible for the cleanliness of wheelchairs. Respond to request from wards/departments.
<u>ENQUIRIES</u>	:	Mr. HL Siegelaar Tel No: (021) 837-8097
<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>	:	23 May 2025
<u>POST 15/342</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	West Coast TB Complex: Sonstraal Hospital, Paarl (X1 Post) Infectious Disease Hospital, Malmesbury (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate / recognisable experience in cleaning, linen management and handling of food. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night duties, rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Incumbent must have the ability to mix cleaning fluids, count and calculate linen supply. Read diet lists. Good planning, organizational and interpersonal skills.
<u>DUTIES</u>	:	Renders effective, efficient and safe hygiene in wards. Serving of meals and refreshment. Handling and removal of waste. Support to Supervisor. Effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815-8340
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts with the West Coast TB Complex (Sonstraal and ID Hospitals) for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 May 2025

<u>POST 15/343</u>	:	<u>FOOD SERVICE AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: -Ability to work overtime, shifts which include weekends and public holidays when needed Incumbent must be physically fit to lift heavy objects and be on their feet for long periods of time. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to read, speak and write.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
<u>ENQUIRIES</u>	:	Ms R Potgieter Tel No: (021) 940-4575
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 May 2025
<u>POST 15/344</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRIC: NEUROLOGY)</u> (12-Month Contract) (3 Sessions)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Red Cross Childrens War Memorial Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	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 recognized 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 recognized 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 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: 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. Applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Ability to work in a professional team. 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 Paediatric Neurology patients and common paediatric conditions. 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 across the various clinical areas in the department. Expert assessment and management at a tertiary health care level of a wide range of problems of child neurology conditions, including epilepsy, cerebral palsy and other neurological conditions of childhood under the supervision of the paediatric neurology consultants. Liaison with and specialist consultation to other local, regional and provincial organisations who provide services for children with problems of development and disability, often assisting with school and special needs placement issues. Supervise 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, undergraduate and post graduate students in paediatric neurology. 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.

- ENQUIRIES** : Prof Jo Wilmshurst Tel No: (021) 658 5434 Email: jo.wilmshurst@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** : 23 May 2025

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 26 May 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 15/345** : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 198/2024 R1**

- SALARY** : Grade A: R761 157 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate B degree in Architecture or relevant qualification; A minimum of 3-years post-qualification architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
- DUTIES** : Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes.

- ENQUIRIES** : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
- APPLICATIONS** : 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 15/346** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): ROAD USE MANAGEMENT REF NO: DOI 58/2025**

- SALARY** : Grade A: R879 342 - R938 061 per annum
Grade B: R990 669 - R1 067 235 per annum
Grade C: R1 127 100 - R1 323 267 per annum
(Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate Civil Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Recent and relevant public sector experience focusing on roads; Applicable experience in transport infrastructure, roads planning and/or design; Experience in the preparation and/or evaluation of Traffic Impact Studies and/or Arterial Management Plans; Experience in the evaluation of traffic impacts on

transport infrastructure due to land use changes; Further formal studies or courses, especially in Traffic Engineering or Transport Studies; and Experience and a sound understanding of technical matters across various engineering design stages for multidisciplinary projects with a special focus on the interface between land use and road management. Competencies: Knowledge of the following: Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act16 of 2013); Road Access Management Guideline and Arterial Management principles. Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical, Evidence-based decision making; Self-management to include planning and organizing of self and projects; Customer focus and responsiveness; Conflict management; Problem analysis and solution development; Proven computer literacy (MS Office); People management; Change management; Willingness to travel on a regular basis; and Ability to work under pressure.

DUTIES

: Development and maintenance of road use management strategies; Management of the impact of spatial planning on the declared road network; Evaluation of development proposals affecting the road network; Development of Arterial Management Plans; and Liaison with various stakeholders in the transport infrastructure planning environment; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Mr S Carstens at Schalk.Carstens@westerncape.gov.za/ Tel No: (021) 483 2203

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 15/347

: **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 62/2025**

SALARY

: Grade A: R879 342 - R938 061 per annum
Grade B: R990 669 - R1 067 235 per annum
Grade C: R1 127 100 - R1 323 267 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE

REQUIREMENTS

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

DUTIES

: Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of

technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881
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 15/348 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 66/2025**

SALARY : Grade A: R879 342 - R938 061 per annum
 Grade B: R990 669 - R1 067 235 per annum
 Grade C: R1 127 100 - R1 323 267 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment experience especially regarding electrical engineering design and analysis in the construction of office and general buildings and facilities; Computer-aided design of buildings and services; Design of different electrical systems; Knowledge of access control and CCTV Camera systems; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office/Projects/Revit/ AutoCAD, Communication (written and verbal) skills; People Management skills; Technical report writing skills; Leadership, communication, organising skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

ENQUIRIES : Ms C Skillicorn Tel No: (021) 483 4605
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 15/349 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 89/2024 R2**

SALARY : Grade A: R879 342 - R938 061 per annum
 Grade B: R990 669 - R1 067 235 per annum
 Grade C: R1 127 100 - R1 323 267 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification (electrical) engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation-PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems), Built Environment especially regarding engineering design and analysis in the construction of Health Facilities, computer support design of building and services, programme and project management, legal compliance and formulation of policies in a multi-disciplinary professional environment, SANS Regulations and all relevant built environment legislation, contract documentation and administration, Act/regulations of Occupation Health & Safety(OHS- Act), National Building Regulations. Skills needed: research and development, technical report writing, decision making, analytical, team leadership and financial management, Proven computer literacy (MS Office).

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: co-ordinate tender procedures, undertake project leading and investigations, report on and plan the maintenance of electrical engineering works, supervise technical personnel, ensure training and development of staff, implement legal requirements and standards, verify documentation, compiled by other professional disciplines, monitor and control expenditure and report on expenditure and service delivery, continuous professional

development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, supervise the engineering work and processes, administer performance management and development. Office administration and budget planning: manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, monitor and control expenditure, report on expenditure and service delivery. Research and development: Continuous professional, development to keep up with new technologies and procedures, research/literature studies one engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr Kevin Kameri Tel No: (021) 483 5362

POST 15/350 : **ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL) REF NO: DOI 66/2024 R2**

SALARY : Grade A: R453 576 - R487 500 per annum, (OSD as prescribed)
Grade B: R513 303 - R551 493 per annum, (OSD as prescribed)
Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates infield, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Ms J Thomas Tel No: (021) 483 2004

POST 15/351 : **DEPUTY DIRECTOR: ACCOUNTS REF NO: DOI 60/2025**

SALARY : R896 436 per annum (Level11), (all-inclusive salary package)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
An appropriate 3 year B-Degree/equivalent or higher qualification in Finance; A minimum of 3 years relevant management level experience. Recommendation: Experience working in a financial environment. Competencies: Knowledge of the following: Government policies and procedure (Public Finance Management Act and circulars); Modified Cash Standards; Skills needed: Communication (written and verbal); Numeracy; Literacy; Computer Literacy; Leadership; problem solving and decision making.

DUTIES : Accounting and reporting on assets and liabilities; Cash management; Banking; Regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Operational management of the Sub-component.

ENQUIRIES : Ms S Andrews Tel No: (021) 483 5180

POST 15/352 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 48/2025**

SALARY : R468 459 - R551 823 per annum (Level 09)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
An appropriate B-Degree (equivalent or higher qualification) in Finance; A minimum of 3 proven experience in a governance / compliance/financial internal control environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following:

Report writing, Internal Control Frameworks; PFMA and Regulations, Instructions, Guidelines and Practise notes issued in terms thereof. Skills needed: Advanced computer skills; Communication skills (written and verbal); Analytical; Planning; Report writing, Presentation skills; Problem-solving skills; multi-level communication and strong interpersonal relations; Team and people orientation; Organised and self-motivated.

DUTIES : Prepare input in Annual Operational Plan for Internal Control and ensure execution thereof; Render an assurance service with regard to financial administration; Make tactical recommendations on submissions with financial implications to the relevant senior manager, CFO, Cabinet, MEC, AO and Provincial Treasury; Coordinate, evaluate and prepare responses/submissions to oversight bodies, committees and forums; Oversee Post Auditing of expenditure vouchers as well as financial inspections; Human Resource Management and Skills Development; Financial Management; Participation in Strategic Management.

ENQUIRIES : Ms G Hartley at (084) 508 5111

POST 15/353 : **ASSISTANT DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: DOI 71/2024 R1**

SALARY : R468 459 - R551 823 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in the Built Environment/Property field and/or Business Administration and/or Public Administration; A minimum of 3 years experience in Immovable Asset Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Project management experience in an Immovable Asset Management environment; U-AMP and C-AMP experience; U-AMP and C-AMP related experience and/or a Certificate or similar in MS Excel. Competencies: Knowledge of the following: Government Immovable Asset Management Act; Western Cape Land Administration Act; Relationship and Customer management; Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team; Ability to resolve inter-personal conflict; Problem-solving and Decision-making.

DUTIES : Undertake and oversee property information management (collect, analyze, process and report on information) related to the U-AMPs and compilation of the C-AMP including coordinating strategic inputs; Report on Immovable Asset to ensure alignment between asset management plans; Develop and monitor policies and SOPs pertaining to the Immovable Asset Register as it relates to assisting with U-AMPs and the preparation of C-AMPs; Managing compliance aspects related to relevant legislation governing immovable assets; Office administration, budget planning and management; Adherence to financial, SCM and human resource administration prescripts and reporting on all aspects of work.

ENQUIRIES : Mr G Meyer Tel No: (021) 483 2601

POST 15/354 : **ASSISTANT DIRECTOR: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 158/2024 R1**

SALARY : R468 459 - R551 823 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in supply chain management, finance, auditing, accounting, legal, compliance monitoring or investigations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Project management; Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision-making; Team membership.

DUTIES : Assist in the implementation of an effective supply chain management system by verifying that departmental policies, processes and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in the supply chain management legislative environment; Report relevant supply chain information to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements as it relates to suppliers, the supply chain management unit and supply chain management related activities of the department; Performing activities to contribute to the measuring performance of suppliers, the supply chain management unit and the department's achievement of supply chain management objectives by assessing compliance with supply chain management processes, vetting suppliers for compliance, and testing general supply chain management compliance and monitoring supply chain management systems; Conduct an annual supply chain management risk assessment and monitor the performance of supply chain management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Perform monitoring, investigative, and analytical activities relating to supply chain management governance, complaints, enquiries, appeals, PAIA requests, Cession applications, Conflict of interest cases as well as reporting progress on these activities, recommendations on remedial actions, and status of cases on the system of prevention of supply chain management abuse; Develop and review departmental policies, Instructions applicable to supply chain management conduct internal awareness sessions as well as for contractor

information sessions, and perform audit task team activities in collating, quality assurance and timely submission of information.

ENQUIRIES : Ms R Marks Tel No: (021) 483 8520

POST 15/355 : **PROPERTY OFFICER: PROPERTY PLANNING REF NO: DOI 51/2024 R1 (X2 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Built Environment; A minimum of 1 year relevant experience in property administration; 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: Tertiary qualification in Development or Property studies; Relevant experience in administration support for property planning and land legal matters. Competencies: Knowledge of the following: Property information databases(e.g. Deeds web, municipal property databases); Capability to analyse property data and resolve administrative or document-related issues effectively. Skills in the following: Computer literacy in MS Office(Word, Excel and Outlook); Problem solving; Written and verbal communication skills; Planning & Organising; information management; Attention to detail; Ability to manage multiple tasks efficiently, prioritize work, and meet deadlines with attention to detail; Demonstrates integrity, accountability, and the ability to work independently or collaboratively within a team environment.

DUTIES : To provide administrative support to property planning, property utilisation, property compliance and asset lifecycle(planning, demolitions, acquisitions) planning processes; Provide administrative support for the preparation of Power of Attorney or related documentation for relevant signatures and ratification and verification of user needs and property assessment; To assist in ensuring compliance with all property related legislation; Ensure adherence to information management requirements by maintaining an effective filing system for all property-related documents, both electronic and hard copy. Ensure confidentiality, accessibility, and traceability of records in line with departmental policies and legislative requirements; To attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or –representatives and citizens.

ENQUIRIES : Jenisha Chetty Tel No: (021) 483 7669

POST 15/356 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 52/2024 R1**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) related to the property sector, Public administration, Business Management or Accounting; A minimum of 1-year relevant experience in working with an Asset (Property) Register, Property Data and property ownership matters. Recommendation: Experience with Asset Register, Property Register, Public administration, Business Management or Accounting will take preference; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the Government IAM Act; Municipal valuation rolls; Conveyancing procedures; Understanding restrictive conditions and clauses; Capabilities in the following: read and interpret SG Diagrams and read and interpret Title deeds. Skills in the following: Communication (written and verbal); Computer literacy in Ms office package (Word, Excel) and ability to work independently and as part of a team.

DUTIES : To provide administrative support in order to collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR); To undertake the vesting of ownership of properties in the name of Provincial Government of the Western Cape; Keep record of all property ownership related information; To provide administrative support and verification of data on the system to ensure accurate and complete information; To provide administrative support related to compilation User Asset Management Plan (UAMP) and Custodian Asset Management Plan (CAMP).

ENQUIRIES : Mr A Boersma Tel No: (021) 483 3223

POST 15/357 : **CASE OFFICER: CASE MANAGEMENT (NON-METRO) REF NO: DOI 65/2025**

SALARY : R397 116 - R468 459 annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Property Management/Law/Alternative Dispute Resolution Qualification/Public Management related; A minimum of 1 year experience in a rental housing tribunal and/or legal administration and/or property environment or related working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policies, regulations, codes, guidelines and standards applicable to the Rental Housing Sector; Public service procedures and property management and maintenance from a rental perspective; Best practices and procedures within the Rental Housing Sector; Skills needed: Proven computer

literacy; Legal administration; Planning and organising; Mediation and facilitation; Interpersonal; Conflict management and mediation; Coordinating; Analytical; Problem solving; Written and verbal communication.

DUTIES : Conduct preliminary investigations, gather, and upload relevant documents to ensure 90 days compliance; Conduct mediations and facilitation of cases; Management of assigned cases; Provide Hearing and Tribunal support.

ENQUIRIES : Mr A Boersma Tel No: (021) 483 3223

POST 15/358 : **PERSONAL ASSISTANT: IMMOVABLE ASSET MANAGEMENT REF NO: DOI 61/2025**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, 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: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: Knowledge of the following: The relevant legislation/ policies/prescripts and procedures; Basic financial administration. Skills in the following: Good telephone etiquette; Computer Literacy; Language skills; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Information gathering and analysis of information; Good grooming and presentation; Self-management and motivation; Ability to act with tact and discretion.

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

ENQUIRIES : Mr B Blackburn Tel No: (021) 467 9343

POST 15/359 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DOI 57/2025 (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 05).
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as passed subjects. Recommendation: Proven experience in MS Excel and MS Word. 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; Database Management; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and Organising; Record-keeping; Problem-solving; Interpersonal Relations; Decision making; Ability to work under pressure.

DUTIES : Manage Cash flow administration and Banking; Manage Ledger Accounts; Manage Claims.

ENQUIRIES : Ms S Farao Tel No: (021) 483 5514

POST 15/360 : **ACCOUNTING CLERK: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 63/2025 (X2 POSTS)**

SALARY : R228 321– R268 950 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with mathematics and/or Accounting as a passed subject; 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: 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; Database Management. Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and Organising; Record-keeping; Problem-solving; Interpersonal Relations; Analytical skills; Ability to work under pressure; Ability to work independently as well as part of a team.

DUTIES : Assist with (where necessary) post auditing process in respect of payment vouchers; Execute the payroll process; Execute and maintain the retention of financial documentation; Maintain and safe keeping of face value forms; Execute control process in respect of safes and strong rooms; Execute control process in respect of stationary for the Directorate.

ENQUIRIES : Ms Monique Brockman Tel No: (021) 483 2002

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** : 26 May 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 POST

- POST 15/361** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INTERVENTIONS) REF NO: LG 28/2024 R1**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related 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. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in Local Government law and administrative law. Competencies: Knowledge of the applicable policies, prescripts, legislation and procedures and public administration; Skills needed: Research, analysis, and application of legislation; Applied strategic thinking; Decision making; Citizen focus and responsiveness; Analysing and fact-finding skills; Project Management.
- DUTIES** : Manage the provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act; Manage the provision of Specialised Support on governance issues in response to municipalities needs; Manage the advocacy and capacity building regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities Performance and information management and reporting; Manage Human Resources of the component; Plan the components budget and manage income and expenditure.
- ENQUIRIES** : Adv G Birch Tel No: (021) 483 3113

DEPARTMENT OF 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** : 26 May 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 15/362** : **ICT TEAM LEADER: IT PLANNING AND COORDINATION REF NO: DOTP 39/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree or higher in a relevant field or a Postgraduate qualification in Information Technology or Information Systems; A minimum of 6 year's experience in IT Governance with a minimum of 3 years specifically in an ICT environment. Recommendation: Experience in the following: Medium to enterprise organisation; Supervisory role in an ICT environment or digital transformation in the public or private sector. Competencies: Knowledge of the following: Department of the Public Service and Administration ICT policies, viz. Corporate Governance of ICT Directive and Policy, Cloud Directive and Information Security Directive; IT Governance and Architecture frameworks and standards; Supply Chain Management; Budgeting and Cash Flow; Human Resource Management practices; Applicable legislation such as the

DUTIES : PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, POPI Act, Electronic Communications and Transactions Act. Skills Needed: Computer literacy; Communication (written and verbal); Research and technical writing; Innovative problem solving; Analytical capability; Strategic thinking and planning; Project management; Presentation; Conflict resolution; Negotiation; Interpersonal; Budgeting; Training. IT Governance: Develop and maintain an IT Governance system or policy and provide IT Governance consultation services to improve the overall IT Governance Maturity; Governance Frameworks: Lead the development and implementation of IT governance frameworks that align with our business goals, ensuring robust and scalable IT architecture; Architecture Assurance: Oversees and guide the enterprise architecture practices in alignment to architecture frameworks; Ensure the monitoring and evaluation of ICT governance performance and report to various governance structures; Compliance: Ensure compliance with national, provincial ICT directives, norms, and industry standards; Risk Management: Manage or contribute to ICT-related risks, ensuring that they are communicated to relevant governance structures and that appropriate risk mitigation strategies are in place; Change Management and Collaboration: Work closely with various departments and cross cutting IT teams, including senior leadership to influence and drive key decisions that shape our IT landscape.

ENQUIRIES : Mr G Mohamed Tel No: (021) 483 4828

POST 15/363 : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 40/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology; A minimum of 3 year's experience in a Recruitment and Selection environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Technical recruiting which includes e-Recruit support, competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative skills; Data management. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head-hunting processes; Shortlisting and interview processes; Public service / government policies; Online recruitment; Skills needed: Excellent communication (verbal and written) skills; Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations.

DUTIES : Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; 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; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes; Advising Senior and Executive management on the recruitment and selection process and best talent.

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

DEPARTMENT OF MOBILITY

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 : 26 May 2025

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes

and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 15/364 : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER) REF NO: WCMD 61/2025**

SALARY : R1 436 022 per annum (Level 14), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting (B Comm) or related qualification as recognised by SAQA; A minimum of 5 years' experience at senior managerial level in finance; A valid driving licence; and Public Service SMS Pre-Entry Programme upon appointment. Recommendation: Registered Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA). Competencies: Proven knowledge of and working experience in the following: With the 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 functions; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance Management. Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

DUTIES : Render services pertaining to policies, strategies, innovation, research, systems and technology; Render strategic and operational management support services; Deliver an effective and efficient departmental financial management service; Ensure the rendering of ICT, people management, corporate assurance, legal, and communications support services to the department by the DOTP; Strategic Management (including change management); People Management; Financial Management.

ENQUIRIES : Mr D Jacobs Tel No: (021) 483 5058

POST 15/365 : **DIRECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 45/2025**

SALARY : R1 216 824 per annum (Level 13), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 year's experience at a Middle/Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification. Experience in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.

DUTIES : Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Oversee the management of Traffic Law Enforcement at all Centres throughout the Western Cape; Provide administrative support to the Directorate; Ensure the provision of administrative support to the Directorate with regards to: SCM and finance; Transport and losses; Procurement and finance; People Management and training; Strategic Management (including change management); Financial Management.

ENQUIRIES : Mr. D Jacobs Tel No: (021) 483 5455

OTHER POSTS

POST 15/366 : **DEPUTY DIRECTOR: ASSESSMENT REF NO: WCMD 35/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Western Cape Mobility Department : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years middle management experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have access to transport may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line functions; Relevant software packages; Project management; Operational management practices; Procurement and tendering processes; Policy development and operational management, monitoring and review processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasure Regulations, other financial policies, prescripts, directives and collective agreements; Criminal procedure Act; Anti-corruption and fraud legislation. Skills needed: Research; Analytical thinking; Financial management; Project management; Managerial; Computer literacy; Written and verbal communication; Problem solving; Presentation; Alternative dispute resolution; Conflict resolution and mediation; Sound organisation; Interpersonal relations; Commitment and integrity; Customer service orientation; Diversity management; Team leadership; Self-management and motivation; Good grooming; High level of reliability; Good telephone etiquette; Ability to communicate with people at different levels and from difference backgrounds.
<u>DUTIES</u>	: Manage the Assessment unit; Identify and monitor conflict areas and establish a system of early warning signs; Ensure the effective functioning of inter-governmental committees dealing with conflict in the public transport industry; Implement alternative dispute resolution approaches and violence prevention strategies; Monitor compliance in respect of Western Cape Road Transportation Act Amendment Law (8 of 1996) and associated regulations; Strategic management and leadership; Supervision of staff; Write legal documents, notices and reports; Conduct hearing.
<u>ENQUIRIES</u>	: Mr A Isaacs Tel No: (021) 483 0252
<u>POST 15/367</u>	: <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: WCMD 41/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 - R561 894 per annum (Level 09) : Western Cape Mobility Department : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting; A minimum of 3 years supervisory experience in financial accounting or similar working environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Numerical; Systematic approach.
<u>DUTIES</u>	: Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.
<u>ENQUIRIES</u>	: Mr Y Gqamlana Tel No: (021) 467 4792
<u>POST 15/368</u>	: <u>ASSISTANT DIRECTOR: PROGRAMME PERFORMANCE AND MONITORING AND EVALUATION REF NO: WCMD 46/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 - R561 894 per annum (Level 09) : Western Cape Mobility Department : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Monitoring and Evaluation, Strategic Management or Public Management; A minimum of 3years relevant experience in a programme performance, monitoring and evaluation or related working environment; 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 in the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Monitor and evaluate departmental performance; Monitoring and evaluation and reporting processes; Constitutional, legislative and policy framework Public Service strategic planning; Public Service reporting (MTEF-cycle); Monitoring and evaluation tools and methodologies; Information systems that aid in the management of knowledge and information pertaining to the line function; Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Analytical thinking; Policy Implementation(Impact on system); Conflict Resolution; Monitoring, Evaluation; Reporting-writing; Facilitation and Presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision-making; Innovation; Basic Research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	: Assist with the monitoring and evaluation of departmental performance; Monitoring, Evaluation and Reporting; Render support to maintain departmental monitoring and evaluation systems; Managerial functions.

- ENQUIRIES** : Mr MA Pantshwa Tel No: (021) 483 2394
- POST 15/369** : **ASSISTANT DIRECTOR: MOTOR VEHICLE REGISTRATION AND LICENSING REF NO: WCMD 57/2025**
- SALARY** : R468 459 - R561 894 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 supervisory experience in a vehicle licensing and driver regulation and standards working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; National Road Traffic Regulations, 2000. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
- DUTIES** : Develop and regularly revisit policy documents and standard operating procedures, in line with legislative and financial requirements; Advise management and compile submissions to management; Liaison and communication with various clients / stakeholders; Managerial functions.
- ENQUIRIES** : Mr BD Ellie Tel No: (021) 483 2828
- POST 15/370** : **ADMINISTRATIVE OFFICER: E-NATISCLIENT SERVICES REF NO: WCMD 51/2025**
- SALARY** : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years experience in a vehicle licensing and driver regulation and standard working environment. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Provincial Road Traffic Regulations; eNaTIS policies, processes and procedures. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
- DUTIES** : Verification and capturing of centralised NaTIS motor vehicle registration and licensing transactions; Verify and approve the capturing of centralised Natis driving license testing transactions; Supervise all activities relating to telephone queries, from registering authorities and the public; Supervise all the activities relating to queries received at the walk in-centre; Perform supervisory functions.
- ENQUIRIES** : Mr BD Ellie Tel No: (021) 483 2828
- POST 15/371** : **ADMINISTRATIVE OFFICER: TRAFFIC LEGISLATIVE MATTERS REF NO: WCMD 52/2025**
- SALARY** : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-year's experience in a traffic legislative matter working environment. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; National Road Traffic Regulations, 2000. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analytical thinking; Policy Implementation (Impact on system); Conflict Resolution; Monitoring, Evaluation; Reporting; Facilitation and Presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision-making; Innovation; Basic Research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
- DUTIES** : Interpret legislation and give advice to management and members of the public; Facilitate and co-ordinate provincial input on legislative matters; Liaison and communication with various clients / stakeholders; Liaison with legal services.
- ENQUIRIES** : Ms RN Titus Tel No: (021) 483 2076

POST 15/372 : **PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (SWELLENDAM) REF NO: WCMD 53/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Willingness to work irregular hours; Willingness to regularly travel away from the office. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.

ENQUIRIES : Mr F Stuart Tel No: (028) 514 1185

POST 15/373 : **SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 54/2025 (X3 POSTS AVAILABLE IN BRACKENFELL)**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence; No criminal record. Recommendation: Relevant experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspection; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements: Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation; Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

DUTIES : Management and supervision of subordinates (people management); Enforce and ensure Road Traffic Law Enforcement, public passengers, transport and other relevant legislations; Examine drivers licences and motor vehicles and monitor compliance at Driver's License Testing Centres (DLTC;s) and Vehicle Testing Stations (VTS's); Provide visible traffic control/policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess road conditions; Mentor and coach Provincial Inspectors (PIs); Perform supervisory functions.

ENQUIRIES : Mr D Paton Tel No: (022) 713 1286

POST 15/374 : **SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (LAINGSBURG) REF NO: WCMD 55/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence; No criminal record. Recommendation: Relevant experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000);

Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspection; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements. Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation; Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

DUTIES : Management and supervision of subordinates (people management); Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Driver's Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions.

ENQUIRIES : Mr WJ Groenewald Tel No: (023) 551 1021

POST 15/375 : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (GEORGE) REF NO: WCMD 47/2025**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Western Cape Mobility Department
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr Q Williams Tel No: (044) 805 9100

POST 15/376 : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (KNYSNA) REF NO: WCMD 48/2025**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Western Cape Mobility Department
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms M Bowie Tel No: (044) 382 5525

POST 15/377 : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (WORCESTER) REF NO: WCMD 49/2025**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Western Cape Mobility Department
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr ME Giba Tel No: (023) 342 2357

POST 15/378 : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES REF NO: WCMD 50/2025 (X2 POSTS AVAILABLE IN SWELLENDAAM)**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr F Stuart Tel No: (028) 514 1185

POST 15/379 : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (CALEDON) REF NO: WCMD 56/2025**

SALARY : R228 321- R268 950 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr TD Qunta Tel No: (028) 212 2875

POST 15/380 : **ADMINISTRATION CLERK: TRAFFIC LAW DEBT MANAGEMENT REF NO: WCMD 59/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a transport administration and licensing working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms M Smart Tel No: (021) 483 0319

POST 15/381 : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES REF NO: WCMD 60/2025 (X2 POSTS AVAILABLE IN BRACKENFELL)**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr D Paton Tel No: (022) 713 1286

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 26 May 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 15/382 : **SOCIAL WORK MANAGER: PROGRAMME IMPLEMENT AND COORDINATION (METRO NORTH) REF NO: DSD 25/2025**

SALARY : Grade 1: R970 686 - R1 109 877 per annum, (OSD as prescribed)
Grade 2: R1 154 706 – R1 360 185 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s)(unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 0567

POST 15/383 : **PSYCHOLOGIST: FACILITY POLICY AND PROFESSIONAL SERVICES REF NO: DSD 32/2025**

SALARY : Grade 1: R872 709 – R957 300 per annum, (OSD as prescribed)
Grade 2: R1 014 705 – R1 124 517 per annum, (OSD as prescribed)
Grade 3: R1 174 848 – R1 381 647 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government.
: Qualifications: Master's degree in clinical psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom 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 a Psychologist in respect of RS qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom 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 a Psychologist in respect of RS qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies: Knowledge of the following: Code of professional ethics of the HPCSA and the Professional Board for Psychology; Group dynamics (roles and stages of group development); Health Professions Act, 1974; HPCSA Code of Ethics for Professionals; HPCSA training requirements; Key elements of policies,

frameworks, norms and standards on organisational performance; Maintenance of professional registration through participation in continuous professional development; Mentoring and coaching practices; Project management; Protection of Personal Information Act, 2013; Research methods / statistics (action research, quantitative and qualitative); Scope of practice for Psychologists; Statutory framework governing the broad management of the Public Service; In-service experience within clinical environment. Skills needed: Communication (written and verbal); Managerial; Leadership; Interpersonal; Analytical; Problem solving; Decision Making; Facilitation and Presentation; Conflict resolution; Organising; Report writing, Resilience; Numeracy; Literacy; Computer Literacy.

DUTIES : Psychologists should have the ability to use psychological assessment to conceptualise, diagnose, plan, and monitor therapeutic processes and outcomes; Psychologists should have the ability to develop theoretical and a etiological formulations; Training and Supervision; Administration.

ENQUIRIES : Ms M Jonkerman Tel No: (021) 826 6040

POST 15/384 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 30/2025 (X5 POSTS AVAILABLE IN VARIOUS LOCATIONS)**

SALARY : Grade 1: R477 564 – R561 378 per annum, (OSD Prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

ENQUIRIES : Ms A Van Reenen Tel No:(021) 483 9392

POST 15/385 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (WORCESTER) REF NO: DSD 24/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process: Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.

DUTIES : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.

ENQUIRIES : Ms E Heydenrych Tel No: (021) 342 6809

POST 15/386 : **SOCIAL WORKER: SOCIAL WORKSERVICES (MILNERTON) REF NO: DSD 26/2025**

SALARY : Grade 1: R325 200 – R382 374per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:**A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;

Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills needed: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Worker Grade 1.

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

ENQUIRIES : Ms M Swart Tel No: (021) 763 6212

POST 15/387 : **SOCIAL WORKER: OLDER PERSONS REF NO: DSD 28/2025**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislation, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; Skills needed: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good Planning and organising; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups, communities and organisations by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory; Rapid response following complaint/enquiries about NPOs, or a concern raised; Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms H Braaf Tel No: (021) 483 4788

<u>POST 15/388</u>	:	<u>PROFESSIONAL NURSE: FACILITY MANAGEMENT REF NO: DSD 33/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R382 107 per annum, (OSD as prescribed) Grade 2: R396 132 – R466 623 per annum, (OSD as prescribed) Grade 3: R476 367 – R620 662 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government. Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Previous experience at youth facility-based nursing; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills needed: Written and verbal communication Skills; Report writing; Facilitation; Co-ordination-, liaison- and networking; Problem solving; Information- and knowledge management; Knowledge Management; Planning and Organising; Computer literacy.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and healthcare; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms D Baugaard Tel No: (021) 826 5972
<u>POST 15/389</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES REF NO: DSD 17/2025 (X3 POSTS AVAILABLE IN WEST COAST)</u>
<u>SALARY</u>	:	Grade 1: R278 169 - R321 960 per annum, (OSD as prescribed) Grade 2: R334 419 - R393 933 per annum, (OSD as prescribed) Grade 3: R404 826 - R543 120 per annum, (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government. Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. Grade 2: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Grade 3: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms I Koen Tel No: (021) 840 3500
<u>POST 15/390</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 27/2025 (X2 POSTS AVAILABLE IN VARIOUS LOCATIONS)</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R250 500 per annum, (OSD as prescribed) Grade 2: R262 287 – R298 932 per annum, (OSD as prescribed) Grade 3: R306 798 – R382 107 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.

<u>REQUIREMENTS</u>	:	Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, Nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Skills needed: Written and verbal communication skills; Elementary facilitation skills; Responsiveness; Ability to function as part of a team.
<u>DUTIES</u>	:	Development and implementation of basic patientcare plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections);Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e.in-service training, courses.
<u>ENQUIRIES</u>	:	Ms D Baugaard Tel No: (021) 826 5972
<u>POST 15/391</u>	:	<u>NURSING ASSISTANT: FACILITY MANAGEMENT (SIVUYILE) REF NO: DSD 31/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 – R199 254 per annum, (OSD as prescribed) Grade 2: R203 271 – R230 694 per annum, (OSD as prescribed) Grade 3: R239 559 – R298 932 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act. Skills needed: Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.
<u>DUTIES</u>	:	Assist patients with the following activities: Daily living (physical care): Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures(i.e. administering of intramuscular injections);Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e.in-service training, courses.
<u>ENQUIRIES</u>	:	Ms D Baugaard Tel No: (021) 826 5972