

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 29 May 2026, 17:00 PM
- 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

- POST 16/272** : **CHIEF DIRECTOR: METRO HEALTH SERVICES**
Chief Director: Metro Health Services
- SALARY** : R1 494 900 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Stationed at Bellville Health Park
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health / Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirements of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven strategic and leadership capabilities. Programme and project management knowledge and skills. Proven leadership capabilities. Proven knowledge and understanding of Change, Financial, People Management and empowerment.
- DUTIES** : Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective metro health services in support of departmental service delivery across the metro district (eight subdistricts/four sub-structures offices) and General Specialist Hospitals services inclusive of Primary Health Care Services, and Specialised Hospital Services. Facilitate an integrated clinical implementation support service. Facilitate alignment with departmental strategic, policy, planning, Information Technology and assurance management processes. Ensure interface with Facility and Infrastructure Management to facilitate input for planning and implementation. Interface between Macro and Operational Management levels to facilitate alignment regarding departmental clinical strategy, policy and planning priorities, frameworks and protocols as well as facilitation of integrated implementation support for service delivery. Facilitation of the alignment of strategy development, priority setting and implementation within the Metro District. Health intelligence support to facilitate alignment with Departmental health intelligence processes and application of knowledge in management decisions for the improvement of services and clinical outcomes in the Metro District. Assurance support to facilitate alignment and assurance regarding Departmental processes and actions in support of the improvement of services and clinical outcomes in the Metro District. As member of Top Executive Committee (TEXCO) of the Department actively influences the departmental strategic agenda, processes and decisions with special emphasis on Metro

Health Services. Corporate support across the metro district (eight subdistricts/four sub-structures offices) and General Specialist Hospital services inclusive of Primary Health Care Services and Specialised Hospital Services. Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Dr S Kariem Tel No: (021) 483-4304

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

POST 16/273 : **CHIEF DIRECTOR: STRATEGY**

SALARY : R1 494 900 per annum (A portion of the package can be structured according to individual needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in Health/Social Science or related field with at least 5 years' experience at a senior managerial level. The Pre-entry Certificate for the Senior Management Services is a requirement. Candidates not possessing this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in its absence. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS", and full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant. Experience: Proven extensive management experience. Proven knowledge and understanding of planning and policy development approach. Inherent requirements of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven knowledge and understanding of developmental management and inter-sectoral actions for Health and Community development. Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes within a system thinking paradigm. Proven strategic and leadership abilities Programme and project management knowledge and skills Proven knowledge and understanding of Change, Financial, People Management empowerment.

DUTIES : Leading technical advisor and facilitator to the departmental executive with regard to the departmental strategic management processes, in collaboration with external partners and spheres of government. Responsible for strategic leadership oversight and accountability in respect of the Chief Directorate. Implement and maintain Health Intelligence Systems and data to enable informed management decision making to improve service delivery, patient care and quality of life. Facilitate Strategy and policy development, priority setting, planning and coordination of implementation actions. Establish and maintain IT solutions and technical support and advice for departmental processes. Responsible for departmental assurance with regard to optimal patient experience and outcomes. Lead and coordinate the Chief Directorates strategic planning processes in a seamless and integrated manner in alignment with departmental strategic processes. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Overall responsible for People and Financial Management of the Chief Directorate.

ENQUIRIES : Dr K Cloete Tel No: (021) 483 3647

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

OTHER POSTS

POST 16/274 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY) PAEDIATRIC CRITICAL CARE**

SALARY : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

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

DUTIES

: Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research: Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health

**ENQUIRIES
NOTE**

: Dr S Salie, email: shamiel.salie@uct.ac.za Tel No: (021) 658 5111
 : 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). All applicants must be South African citizens or permanent residents. Candidates may be subjected to a competency test.

POST 16/275

: **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY

: R1 479 723 per annum A portion of the package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Groote Schuur Hospital, Observatory
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as an Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and managerial experience in managing Clinical Services within hospitals and health systems. Engaging with Corporate services including Human Resource, Financial Management, Patient Administration and Support and Logistic services. Knowledge of health delivery systems, policies and applicable legislation, and processes governing resource allocations. Applicable and proven managerial experience in a Healthcare environment, showing leadership, strategic and operational skills. Understanding of clinical governance and audit including quality improvement methods and understanding of the national quality assurance system. Excellent communication (written and verbal), interpersonal skills and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel, PowerPoint and Power BI) with the ability to understand and analyse statistical and financial information.

- DUTIES** : Overall strategic and operational management, including clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical center within available resources. Special portfolios/projects, which may include data collection, analysis and reporting. Facilitate platform for teaching, training and development.
- ENQUIRIES** : Dr S De Vries Tel No: (021) 404-3178
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test. Please ensure that you attach an updated CV.
- POST 16/276** : **MEDICAL SPECIALIST GRADE 1 TO 3 (EMERGENCY MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Emergency Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Emergency Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.
- DUTIES** : Ensure the delivery of comprehensive, efficient, cost-effective, and high-quality healthcare services that place the patient at the centre of care. Promote a positive patient experience that is fully aligned with the Value System of the Western Cape Department of Health and Wellness. Promote and sustain strong clinical governance through a culture of continuous quality improvement, evidence-based practice, and research. Ensure the department remains up to date with evolving clinical developments, standards, and best practices. Create and support a conducive learning environment for students, junior staff, and peers at both undergraduate and postgraduate levels, as required. Maintain and continuously improve own professional knowledge, clinical competence, and skills through ongoing learning and development. Provide effective outreach and support services to strengthen healthcare delivery and clinical capacity within the Rural Central Ecosystem, contributing to improved access, quality, and continuity of care. Ensure compliance with corporate governance requirements through the effective and efficient management of financial and physical resources. Adhere to all People Management policies, procedures, and legislative requirements to support accountability, transparency, and organisational sustainability.
- ENQUIRIES** : Dr LA Hodsdon Tel No: (023) 348 1194, Lesley.Hodsdon@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

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

- POST 16/277** : **MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (TYGERBERG HOSPITAL, PAARL HOSPITAL AND WORCESTER HOSPITAL)**
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a professional council: Registration with HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Urology. **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 Urology. **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 Urology. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willingness to travel between Tygerberg, Paarl, and Worcester Hospitals, and participation in after-hours commuted overtime. Competencies (knowledge/skills): Sound knowledge and clinical expertise in all aspects of Urology, including emergency, inpatient, outpatient, and theatre-based care. Ability to work across multiple facilities within the Metro East and Rural West/Central ecosystems, ensuring equitable access to specialist urology services. Strong leadership, teaching, training, and mentoring skills for undergraduate and postgraduate students, interns, and medical officers. Capacity for service planning, clinical governance, and development of protocols and SOPs. Administrative and communication skills to effectively manage a clinical department across more than one facility. Research interest and willingness to participate in quality improvement and academic activities. Computer literacy, including use of electronic health record platforms (SPV, HECTIS, ECCR, NHLS, etc.).
- DUTIES** : Provide inpatient, outpatient, emergency, and surgical urology services at Paarl Hospital and Worcester Hospital per week with Commuted overtime performed at Tygerberg Hospital according to the jointly funded service model. Perform specialist-level urology services, including ward rounds, OPD, emergency cover, surgical procedures, and after-hours work. Ensure effective clinical governance: morbidity and mortality reviews, adverse event reporting, audits, and protocol development in line with provincial guidelines. -Support outreach services to district hospitals within the Rural West and Rural Central ecosystems. Participate in teaching and training of registrars, medical officers, interns, and students rotating in urology. Collaborate with other surgical units and hospital management to strengthen access, quality, and efficiency of surgical care. Participate in clinical research, academic activities, and continuous professional development (CPD). Contribute to the development of sustainable urology services across the Metro and Rural platforms, ensuring continuity of care when on leave and supporting skill transfer to junior staff.
- ENQUIRIES** : Prof A van der Merwe Tel No: (021) 938-4141 or email: arvdm@sun.ac.za
- NOTE** : No payment of any kind is required when applying for this post. This post will be established on the Tygerberg Hospital staff establishment, with service commitments shared between Paarl and Worcester Hospitals according to the jointly funded governance agreement. Candidates must be willing to accept allocation and rotation across the three hospitals. "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 registration as Medical Specialist in

Urology with the relevant council (including individuals who must apply for change in registration status)".

POST 16/278 : **CHIEF ENGINEER GRADE A (ELECTRICAL)**
Directorate: Infrastructure Planning

SALARY : Grade A: R1 317 108 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: Degree in Electrical Engineering (B Eng/BSc Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: At least 6 years appropriate/recognisable experience, post professional registration as Pr Eng. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of electrical elements, Green Building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good communication skills.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES NOTE : Mr C Maud, email: Chris.Maud@westerncape.gov.za
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 compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment.

POST 16/279 : **MEDICAL OFFICER GRADE 1 TO 3 (FAMILY AND EMERGENCY MEDICINE) (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : George Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6

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

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

ENQUIRIES : Prof LS Jenkins Tel No: (044) 802-4619
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

POST 16/280 : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum
 A portion of the package can be structured according to the individual's personal needs.

CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions 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 requirements of the job: A valid driver's licence. After-hours duties, including nights, weekends, and public holidays, are compulsory to ensure continuous and uninterrupted patient care. Appropriate experience in Anaesthesia. Diploma in Anaesthetics (DA) from the College of Medicines of South Africa (CMSA). Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Computer literate. Demonstrate clinical leadership qualities, motivating and leading junior staff.

- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Delivering critical care to surgical ICU patients at Groote Schuur Hospital. Teaching, training and supervision of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. This includes partaking in the call roster for these facilities. Management duties such as statistics, presentations and research.
- ENQUIRIES** : Dr CP Fister Tel No: (021) 404-5001
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- POST 16/281** : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)**
Chief Director: Metro Health Services
- SALARY** : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality Orthopaedic Surgical service with appropriate skills and experience at district level or equivalent. Proven clinical skills including surgical and procedural competency with willingness to teach & train undergraduates and junior doctors. Strong ethical principles and resilience, with excellent communication, leadership and problem-solving skills. Strong administrative and clinical governance skills including digital literacy.
- DUTIES** : Clinical service delivery in Orthopaedic Surgery, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training &

research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Orthopaedics within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Orthopaedics in the Metro East ecosystem.

**ENQUIRIES
NOTE**

: Dr C Brown Tel No: (021) 918 1911
: 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 their 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 change in registration status).

POST 16/282

: **DEPUTY DIRECTOR: FINANCIAL MANAGER**

SALARY

: R932 292 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, Rondebosch
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Appropriate proven experience in financial management at management level within a large organisation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing enabling, nurturing leadership with strategic and operational skills. Knowledge and proven managerial experience with regard to managing human resources. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint).

DUTIES

: Engage with and live out the core values of the Western Cape Department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial and budget management best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at RCWMCH. Ensure implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for RCWMCH. Effective people management.

**ENQUIRIES
NOTE**

: Dr AN Parbhoo Tel No: (021) 658-5005
: No payment of any kind is required when applying for this post.

POST 16/283

: **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Infrastructure Planning

SALARY

: Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE

: Head Office, Cape Town

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 4-year degree in Mechanical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Grade A: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. B Eng / BSc (Eng.). Grade B: At least 14 years' appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in designing building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation, vertical transportation) for healthcare facilities. Experience in and understanding the design and construction of complex buildings (e.g. Hospitals). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations and vertical transportation systems is advantageous. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
<u>ENQUIRIES</u>	:	Mr I Parker, email: Imran.Parker@westerncape.gov.za
<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 compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment.
<u>POST 16/284</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R872 205 per annum Grade 2: R995 172 per annum Grade 3: R1 152 594 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
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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 a Medical Specialist in Otorhinolaryngology. 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 Otorhinolaryngology. 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 Otorhinolaryngology. Competencies (knowledge/skills): Ability to render high

quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.

DUTIES : Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and/or formal lectures, seminars and tutorials. Participate in the academic program, congresses, and workshops. -Research and data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists.

ENQUIRIES : Dr J Grobelaar Tel No: (021) 938- 9318
NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in Otorhinolaryngology with the relevant council (including individuals who must apply for change in registration status)".

POST 16/285 : **COUNSELLOR GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R 741 102 per annum
 Grade 2: R844 128 per annum
 Grade 3: R953 094 per annum
 A portion of the package can be structured according to the individual's personal needs.

CENTRE : Northern/Tygerberg Sub-Structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate qualification allows registration with the Health Professions Council of South Africa as Registered Counsellor. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Registered Counsellor. Experience: **Grade1:** None after registration with the health professions Council of South Africa as a Registered Council. **Grade 2:** A minimum of 8 years appropriate experience after Registration with the HPCSA as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience after registration with HPCSA as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-Structure to consult with clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint & Excel).

DUTIES : Providing preventative and developmental counselling service and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at

overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-structure and district mental health teams.

**ENQUIRIES
NOTE**

: Mr. A Patientia Tel No: (021) 815 8866
 : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/oral assessment.

POST 16/286

: **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)
[EDUCATION AND TRAINING (PNA 7)]**
 Directorate: People Development

**SALARY
CENTRE
REQUIREMENTS**

: R720 819 per annum
 : Sub-Directorate Nursing Education and Training
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1-year accredited with the SANC in Nursing education. OR A 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) qualification with the SANC in Nursing Education. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Thorough knowledge of nursing education and clinical placement legislation and prescripts, including SANC requirements. Appropriate knowledge of provincial clinical placement frameworks, accreditation processes and Memoranda of Agreement (MOAs). Relevant knowledge of public service governance, including PFMA, Treasury Regulations and departmental policies. Sound knowledge of workforce planning, nursing education and clinical training environments. Strong information management, reporting and data analysis skills. Sound interpersonal, negotiation and communication skills (written and verbal). Computer literacy (MS Word, Excel, TEAMS, and data management systems).

DUTIES

: Coordinate and administer the provincial clinical placement framework in line with SANC, HPCSA and WCDHW prescripts. Coordinate clinical placement of nursing and relevant health sciences students within approved clinical training platforms. Liaise with Nursing Education Institutions, Higher Education Institutions and clinical services regarding placement, accreditation and compliance. Monitor and maintain clinical placement, accreditation and training databases and prepare required reports. Provide operational support and advice to management on nursing education, clinical placement and workforce development. Identify, coordinate and monitor resources related to nursing education and training in accordance with relevant legislation and directives.

**ENQUIRIES
NOTE**

: Ms M van As, email: Martha.Vanas@westerncape.gov.za
 : No payment of any kind is required when applying for this post.

POST 16/287

: **OPERATIONAL MANAGER NURSING (SPECIALTY: HIGH CARE UNIT)**
 Chief Directorate: Metro Health Services

**SALARY
CENTRE**

: R720 819 per annum
 : Victoria Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4- year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1- year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Willingness to work public holidays, weekends, after-hours, weekend, night duty, cover for Nursing and deputising for Assistant Manager: 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. Knowledge and insight of relevant legislation and policy related to nursing 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, coordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. 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** : Mr. E Nywagi Tel No: (021) 7991125)/: e-mail address: Eric.nywagi@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 16/288** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Occupational Health Nursing Science (R212). OR A 4 -year bachelor's degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Or a post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. Assist with medical emergencies when required. 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. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Promote wellness and prevent injuries and diseases. Provision of advisory services on Occupational Health and Safety matters. An effective and efficient system/control for the Occupational Health Clinic. Provision of occupational health clinical services and a safe healthy workplace.

ENQUIRIES : Mr V Nel Tel No: (021) 826-5801

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 16/289 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum

Grade 2: R607 350 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post graduate diploma (R635) accredited with the SANC in Critical care Nursing (Adult) or Emergency Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma & Emergency Department.

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

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject 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 with their job application/on appointment. 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).

- POST 16/290** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X4 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Du Noon Community Health Centre (X1 Post)
Vanguard Community Health Centre (X2 Posts)
Retreat Community Health Centre (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited in Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science (R212). or A post-graduate diploma (R635) accredited in Midwifery. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
- DUTIES** : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- ENQUIRIES** : Ms U Van Ster Tel No: (021) 7139 754 (Retreat CHC)
Mr R Hall Tel No: (021) 200 4500 (Du Noon CHC)
Dr L Johnson Tel No: (021) 695 8200 (Vanguard CHC)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post

basic qualification: Advance Midwifery and Neonatal Nursing Science or A post-graduate diploma (R635) accredited in Midwifery.

POST 16/291 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Gugulethu Community Health Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Communication skills. Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Mr S Menziwa Tel No: (021) 699-8729

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 or post-graduate diploma in the relevant specialty.

POST 16/292 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : De Doorns CC (X1 Post)
Breede Valley Sub-district (stationed at Rawsonville Clinic) (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a

Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 Year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satellites, etc) and community (COPC concept) within the SD, when there is a need. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. C Van Staden Tel No: (023) 348-1350
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing.

POST 16/293 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)**
 Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Kylemore CC (X1 Post), Kyamandi CDC (X1 Post), Franchhoek/Groendal Clinic (X1 Post), Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (48) OR a 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after

registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satellites, etc) and community (COPC concept) within the SD, when there is a need. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. MM Muller Tel No: (021) 808-6109
NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (635) accredited with the SANC in Primary Care Nursing.

POST 16/294 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
 Garden Route District

SALARY : Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum

CENTRE : PHC Support and Outreach, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for 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 requirement of the job: Valid driver's licence (Code B/EB) and willingness to drive in the Sub-district. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

DUTIES : Provide Occupational Therapy service (individual patient assessments and treatment of patients) at Knysna Hospital and Knysna/Bitou sub-district Clinics.

Functional rehabilitation of patients including hand rehabilitation. Health education and group therapy. -Coordinate. assess, prescribe, order and fitting of wheelchairs, as well as assistive devices. Service and repair wheelchairs as well as support wheelchair repair workshops. Administration of Occupational Therapy service in the subdistrict.

**ENQUIRIES
NOTE**

: Dr FR Potgieter Tel No: (044) 302 - 8400
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 16/295

: **PHYSIOTHERAPIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY

: Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum

**CENTRE
REQUIREMENTS**

: Bothasig CDC
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA employees. One-year relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 10 years relevant experience after registration in as a Physiotherapist with a recognised foreign HPCSA in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA 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 as a Physiotherapist with the HPCSA in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to assist in other PHC Clinics in the Sub-Structure when there is a need. Willingness to perform overtime and on-call duties. Willingness to be involved in research projects at the institution. Competencies (knowledge/skills): Experience working with community health initiatives as part of Community Orientated Primary Care practice. Appropriate clinical physiotherapeutic skills in assessment and treatment of patients. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, good communication skills (written and verbal), leadership and organizational skills. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES

: Responsible for the rendering of clinical physiotherapy services in various clinical areas. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Mentor Physiotherapists are on a more junior level. Effective utilization of physical and human resources in a clinical area and coordinate all relevant administrative activities regarding the patient's clinical area. Assist with relevant research activities.

**ENQUIRIES
NOTE**

: Ms. C Lloyd Tel No: (021) 818 0940
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/oral assessment.

- POST 16/296** : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Rural Health District
- SALARY** : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
- CENTRE REQUIREMENTS** : George Regional Hospital
Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One-year relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 a Speech Therapist OR Speech Therapist and Audiologist. -A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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: Availability to work flexible hours if necessary. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
- DUTIES** : Provide effective speech therapy service for in- and outpatients by assessing, diagnosing, and treating patients within a multidisciplinary team. Providing education and counselling to patients, family and caregivers. Monitoring and reviewing progress. Documenting patient information, patient statistics. Attending ward rounds, discussion, meeting with the multidisciplinary team. Liaising and referring appropriately. Outreaches to other facilities in the Eco System as needed Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Assist with management of departmental resources.
- ENQUIRIES NOTE** : Ms SJ Van Wyngaard Tel No: (044) 802-4472
: No payment of any kind is required when applying for this post. Candidates may be subjected 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 with their job application/on appointment. 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)"

POST 16/297 : **PRIMARY HEALTH CARE ADMINISTRATIVE SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Du Noon CHC
REQUIREMENTS : Minimum educational qualification: Grade 12 (or equivalent) plus Higher certificate. Experience: Extensive experience in administration and support services within a health/public sector environment. Inherent requirements of the job: Standby duties as required. Competencies (knowledge/skills): Knowledge of public sector legislation, including PFMA, Public Service Act, Labour Relations Act, POPIA, OHS Act and SCM prescripts. Computer literacy (MS Office and applicable systems such as PERMIS, LOGIS, BAS, etc.). Sound knowledge of administrative processes, people management practices, financial and supply chain processes, information management, facility infrastructure maintenance, and applicable public service prescripts. Strong organisational, planning, communication and interpersonal skills are essential, along with proven contract management experience. Ability to draft and implement standard operating procedures. Good verbal and written communication skills. Ability to work under pressure and meet strict deadlines. Strong leadership and people management capability. Ability to analyse data and compile management reports.

DUTIES : Ensure effective and compliant patient administration and support services, including reception, cleaning services, information management, healthcare waste management and transport. Manage people, performance, leave administration and staff development in line with public service prescripts. Oversee supply chain, inventory and asset management to ensure audit readiness and uninterrupted service delivery. Coordinate infrastructure maintenance and provide utilities oversight to maintain a safe and functional facility environment. Lead quality assurance and continuous improvement initiatives to ensure regulatory compliance across support services.

ENQUIRIES : Mr R Hall Tel No: (021) 200-4501
NOTE : No payment of any kind is required when applying for this post.

POST 16/298 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND MEDICAL RECORDS (PATIENT ADMINISTRATION AND HOSPITAL FEES)**
Chief Directorate: Rural Health Services

SALARY : R413 001 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure

DUTIES : Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control.

ENQUIRIES : Ms L Kombrink Tel No: (044) 802-4332
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

POST 16/299 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SCM/FINANCE MANAGEMENT)**
Cape Winelands Health

SALARY : R413 001 per annum
CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate and proven experience in Finance and Supply Chain Management. Appropriate (sound) knowledge of all financial systems: BAS, LOGIS. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. An aptitude for working with financial figures, good organisational, managerial, and leadership skills, and good interpersonal relations skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS, Electronic Procurement Solutions (EPS), and Microsoft Office.

DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset, and Disposal Management within the sub-district. Inventory control and warehouse management – this includes regular feedback to end users. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on BAS, Logis, and EPS. Management of Creditor's Payments and Management of Contract Administration. Effective and efficient Account Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Perform data exploration, cleaning, and transformation to ensure high-quality datasets for financial and operational analysis. Identify and analyse financial and budgetary risks through the review of expenditure and operational data. Prepare cost estimates, financial assessments, and supporting documentation to inform planning and budgeting processes. Develop and monitor service volume and expenditure indicators to assess their impact on resource utilisation and expenditure efficiency. Extract, validate, and consolidate data from multiple financial and operational systems for reporting purposes. Manage all reporting requirements in respect of Financial Administration for the sub-district. Ensure audit compliance and handle audit queries related to Finance, SCM, and render a support function to management. Manage all People Management-related functions allocated to the post of SAO within the SCM and Finance components.

ENQUIRIES : Mr M Wessels Tel No: (023) 316-9602
NOTE : No payment of any kind is required when applying for this post.

POST 16/300 : **SENIOR ADMINISTRATIVE OFFICER: HRM (X2 POSTS)**
West Coast District

SALARY : R413 001 per annum
CENTRE : Vredendal Hospital, Matzikama Sub-district (X1 Post)
Citrusdal Hospital, Cederberg Sub-district (X1 Post)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate experience in the field of Human Resource Management. Appropriate experience in the PERSAL system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to drive between the various PHC Clinics in the Sub-Districts if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Manage. Ability to provide training. Good interpersonal, communication, presentation and writing skills.

DUTIES : Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render a support, training and advisory service with regard to personnel administration and human resource management, as well as monitoring of compliance. Handle Labour Relation

issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Coordinate the recruitment and selection process.

ENQUIRIES : Mr WA Phillipus (Vredendal Hospital) Tel No: (027) 213 2039
Mr R Layman (Clanwilliam/Citrusdal Hospital) Tel No: (022) 921 2153

POST 16/301 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Cape Winelands District

SALARY : R413 001 per annum
CENTRE : Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in an Information Management environment in a supervisory capacity. Inherent requirements of the job: A valid Driver's license (Code B/EB). Willingness to travel across the district. Competencies (knowledge/skills): Advance computer literacy skills, especially MS 365, with a highly developed understanding of public health information systems such as SINJANI, DHIS, PHCIS, eCCR, Clinicom, etc. Technical knowledge of data management, good numerical and analytical skills to support the compilation, interpretation and analysis of reports. In-depth knowledge of monitoring and evaluation of performance data, National and Provincial Indicators, National and Provincial Information Management policies, data, processes and standard operating procedures. Good communication skills (verbal and written), data visualisation, and presentation skills. Good leadership, supervisory and problem-solving skills.

DUTIES : Build and maintain partnerships with all stakeholders, including provincial and district Departments of Health (DoH) staff and non-governmental organisations (NGOs), to ensure effective implementation of health information policies and systems in support of district health service delivery. Support sub-districts IM and external stakeholders in terms of data management, data analysis, use of data and training. Conduct audits and assessments and provide feedback to stakeholders. Produce high-quality reports and presentations to facilitate data-driven decision-making across district structures. Management and supervision of information management staff, staff performance management, training, capacity-building, HR, labour relations and disciplinary process.

ENQUIRIES : Ms GE Barnardt Tel No: (023) 348-8116
NOTE : No payment of any kind is required when applying for this post.

POST 16/302 : **PERSONAL ASSISTANT**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R338 106 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Experience in rendering secretarial and/or administrative support services to management or senior management. Inherent requirement of the job: Valid Code 8 driver's licence. Ability to work under pressure and meet tight deadlines. Willingness to work beyond normal working hours and travel when required. High level of professionalism, integrity, diplomacy and confidentiality. Competencies (knowledge/skills): Advanced MS Office skills (Word, Excel, Outlook, PowerPoint). Excellent written and verbal communication. Minute-taking, report writing and document management proficiency. Strong organisational, planning, coordination, project management and time management skills. Knowledge of government protocol, administrative procedures, correspondence standards, POPIA, MISS, National Archives Act, Treasury Regulations and SCM processes. Interpersonal, stakeholder liaison and problem-solving skills. Ability to exercise discretion, sound judgement and maintain confidentiality.

DUTIES : Provide executive secretarial and strategic diary management support to the Director, including managing competing diary demands, meeting logistics and preparation of briefing packs. Facilitate high level stakeholder liaison, including interaction with MEC/HOD offices, senior government officials and external partners while ensuring adherence to protocol. Renders administrative support services and manage confidential documents and information flow, ensuring compliance with POPIA, MISS and departmental records management

requirements. Provides support to manager regarding meetings, events and projects, and track project deliverables. Support the Director with the administration of the budget and track spending. Provide office administration and people management support, including leave tracking, performance management coordination, supplies/asset control and general office systems management. Remain abreast of the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr C Wylie Tel No: (021) 508-4517
NOTE : No payment of any kind is required when applying for this post.

POST 16/303 : **PRINCIPAL PERSONNEL OFFICER: ADVERTISING**
 Directorate: People Management Planning and Practices

SALARY : R338 106 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in advertising. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, Internet). Accurate typing skills. Good organising and interpersonal skills.

DUTIES : Processing of requests received for advertising, liaison with various role players and ensure timeous placement. Quality assurance of adverts prior distribution of vacancy lists. Administer and coordinate the weekly placement of adverts in the external media, Public Service Vacancy Circular and Government website. Ensure timeous activation of posts on the Online Recruitment Portal. Verify invoices received and ensure timeous payments to Service Provider. Administer and coordinate the effective and efficient record keeping of documentation. Follow-up on regular outstanding matters and liaise with Districts/Institutions/Line Managers. Handle correspondence and enquiries (written and verbal) as well as providing advice and support to various role-players. Train and advise Line Managers/Districts/Institutions on the advertising of vacancies. Supervision of staff and optimal support to supervisor.

ENQUIRIES : Mr B Brenton Tel No: (021) 483-5009
NOTE : No payment of any kind is required when applying for this post.

POST 16/304 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
 Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as 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 line with the duties (key result areas/outputs) of the post. Appropriate administrative duties within a healthcare environment. Inherent requirements of the job: Valid code B/EB driver's license. Competencies (knowledge/skills): Working knowledge and experience of Procurement and Supply Chain Management in the Public Service. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook), good interpersonal skills, organisational skills, communication skills and strong analytical and strategic thinking abilities. Ability to work in a team context, motivate team members, ability to manage multiple priorities, work independently, attention to detail and adherence to deadlines. Knowledge of the PFMA, Finance Instructions, Provincial and National Treasury regulations, Supply Chain Management Instructions as well as the Accounting Officer System and familiarity with LOGIS or Syspro.

DUTIES : Value driven leadership and management and management of the Procurement section within the SCM component. Ensure that all transactions comply with legislative requirements (Audit compliance). Management of monthly, quarterly and annual reporting. Compilation of the annual Procurement Plan. Effective Human Resources Management. Support to Supervisor and Management.

ENQUIRIES : Mr W Jacobs Tel No: (021) 918 1208

- NOTE** : No payment of any kind is required when applying for this post.
- POST 16/305** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R338 106 per annum
CENTRE : Western Cape Health Warehouse
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as 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 focus being on rendering general administrative support pertaining to the co-ordination of personnel and administration matters for the Western Cape Health Warehouse (WCHW). Inherent requirement of the job: Valid code B driver's licence. Competencies (knowledge/skills): 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 BAS/LOGIS. Knowledge and ability to provide advise the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook). Skills Development Facilitator (SDF) functions. Supervisory skills. Skills Development Facilitator duties. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.
- DUTIES** : Assist and support training and development of staff and be the Skills Development Facilitator (SDF) for the WCHW. Assist and support recruitment and selection processes. Assist and support employee relations matters. Assist and support personnel matters. Support people management practices. Assist and support performance management systems.
- ENQUIRIES** : Mr Q Manuel Tel No: (021) 833 7600/04
NOTE : No payment of any kind is required when applying for this post.
- POST 16/306** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel and Human Resource Management as applicable to Housing and managing and coordinating Pension and Injury on duty processes. Appropriate supervisory experience. Appropriate experience in all aspects of personnel administration. Appropriate experience of PERSAL and the relevant functions. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : The management and supervision of staff within the Housing office, Pension office, IOD office with a very high workload, Handling of HR Transversal matters within the Department such as Overseas applications, salary recalls and management of overtime authorisations for the Institution. Supervise, plan and co-ordinate these section with regards to the relevant policies, procedures, prescripts about Housing, Pension and IOD. Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (PERMIS). Act as revisor of PERSAL work. Submit service terminations on PCM. Completion of ad-hoc tasks for example the answering of audit reports and ordering of stationary for People Management component. Provide training to personnel and clients in terms of the relevant section. Provide assistance to clients, personnel, management and supervisors.
- ENQUIRIES** : Ms DS Jacoman Tel No: (021) 938-5670
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 16/307** : **PRINCIPAL PERSONNEL OFFICER: ADVERTISING**
 Directorate: People Management Planning and Practices
- SALARY** : R338 106 per annum

<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in advertising. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, Internet). Accurate typing skills. Good organising and interpersonal skills.
<u>DUTIES</u>	:	Processing of requests received for advertising, liaison with various role players and ensure timeous placement. Quality assurance of adverts prior distribution of vacancy lists. Administer and coordinate the weekly placement of adverts in the external media, Public Service Vacancy Circular and Government website. Ensure timeous activation of posts on the Online Recruitment Portal. Verify invoices received and ensure timeous payments to Service Provider. Administer and coordinate the effective and efficient record keeping of documentation. Follow-up on regular outstanding matters and liaise with Districts/Institutions/Line Managers. Handle correspondence and enquiries (written and verbal) as well as providing advice and support to various role-players. Train and advise Line Managers/Districts/Institutions on the advertising of vacancies. Supervision of staff and optimal support to supervisor.
<u>ENQUIRIES</u>	:	Mr B Brenton Tel No: (021) 483-5009
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 16/308</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSING RELIEF TEAM, BTCF NURSING SERVICES) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Brackengate TCF (X1 Post) Western Cape Rehab Centre (X2 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse or General 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/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays to meet operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer literacy in MS Office and MS Outlook. Good Communication skills (both written and verbal) Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Good report writing skills.
<u>DUTIES</u>	:	Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilization of human and financial resources to ensure optimal operational function. Participation in training, development, and research within the nursing department. Delivering a support service to the Nursing Service and the institution. Maintaining ethical standards and promoting professional growth and self-development. Supporting and participating in interdisciplinary team functioning to ensure comprehensive rehabilitation service delivery. Contributing to discharge planning for integration of patients into home and community. Assist nursing staff in the application of nursing care processes and procedures.
<u>ENQUIRIES</u>	:	Ms P Fourie tel. no. (021) 370-2489
<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).

POST 16/309 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY MEDICINE) (X3 POSTS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE REQUIREMENTS : George Regional Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Overtime as requested and rotate within departments (excluding maternity ward) as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES NOTE : Ms LA Campbell Tel No: (044) 802-4371
No payment of any kind is required when applying for this post. Candidates may be subject 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).

POST 16/310 : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (PALLIATIVE CARE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : New Somerset Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work, weekends, public holidays, night duty, and perform overtime as required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Computer literacy in MS Office and Outlook. Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment that promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently, and equitably whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regard to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive healthcare are in place for the treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities, and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402 6485
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 16/311</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: TRAINING RELIEF)</u> West Coast District (9 Month Contract)
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum Annual salary plus 37% in lieu of service benefits.
<u>CENTRE REQUIREMENTS</u>	:	Swartland Hospital, Swartland Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) 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. 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: Willingness to work shifts and after hours (weekends, public holidays and night duty). Willingness to work overtime. Willingness to rotate within Swartland Hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487 9204

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).

POST 16/312 : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**

Directorate: People Management Planning and Practices

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS :

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).

DUTIES : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Employment Labour's (DEL) online system. Deal with telephonic and written enquiries. Process various allowances and deductions on PERSAL including standby, normal overtime, commuted overtime, relocation costs, parking, subsistence travel and travel concessions. Process applications for foreign travel and sabbatical leave.

ENQUIRIES : Mr TJ Kwatala Tel No: (021) 483-5711
NOTE : No payment of any kind is required when applying for this post.

POST 16/313 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**

Garden Route District

SALARY : R237 453 per annum
CENTRE : Knysna Hospital
REQUIREMENTS :

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience in PERSAL. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist

with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings

ENQUIRIES : Ms AL Borchers Tel No: (044) 302 - 8474
NOTE : No payment of any kind is required when applying for this post.

POST 16/314 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment with appropriate experience in Clinicom and Logis. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. Required to work shifts on day/night duty, weekends and public holidays. Required to work overtime on short notice. Must be willing to rotate in different departments within the Nursing Component and/or relief colleagues. Competencies (knowledge/skills): Good interpersonal and communication skills. Good verbal and writing skills. Be able to work accurately and under pressure. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access).

DUTIES : Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system and register patients by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Ensure that all UPFS functions are performed. Management and administration of equipment by ordering, monitor and control of consumables and equipment, manually as well as electronic processing on LOGIS. Professional and loyal conduct. Provide general administrative support to line managers and Nurse Management. Relief of colleagues. Knowledge on Information management.

ENQUIRIES : Ms. M Rust Tel No: (021) 860 2504
NOTE : No payment of any kind is required when applying for this post.

POST 16/315 : **ADMINISTRATION CLERK: REGISTRY**
Directorate: People Development (Registry)

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in registry. Competencies (knowledge/skills): Good communication skills. Computer literacy.

DUTIES : Render an effective filing and records management services. Handling incoming and outgoing correspondence. Process documents for archiving and /or disposal. Operate office machine in relation to the registry functions. Provide registry counter services.

ENQUIRIES : Ms L Zothani Tel No: (021) 483-4478
NOTE : No payment of any kind is required when applying for this post.

POST 16/316 : **ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)**

SALARY : R237 453 per annum
CENTRE : Western Cape College of Nursing (Southern Cape Karoo Campus, George)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience in supporting and using student administration systems in an academic environment. Inherent requirements of the job: Valid (code B/EB) drivers' licence. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Ability to communicate eloquently. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.

DUTIES : Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student

		matters administration and related. Effective control of assets and ordering of stock.
<u>ENQUIRIES</u>	:	Dr S Mottian Tel No: (044) 813- 1993
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical test.
<u>POST 16/317</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X6 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Retreat CHC (X1 Post) Greenpoint CDC (X1 Post) Mamre CDC (X1 Post) Du Noon CHC (X2 Posts) Vanguard CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allow registration with SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable nursing experience as an Enrolled Nurse after registration with the SANC. Grade 3: A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work overtime. Will be required to work shifts, weekends and Public Holidays. Must be prepared to assist in all departments according to operational needs. Willingness to render relief duties at the PHC platform with Southern Western Sub-Structure when necessary. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of human and financial resources. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Retreat CHC: Ms U Van Ster Tel No: (021) 713 9754 Greenpoint CDC: Ms N Tshongweni Tel No: (021) 421 0288 Du Noon CHC: Mr R Hall Tel No: (021) 200 4501 Mamre CDC: Ms A Marcus Tel No: (021) 810 4907 Vanguard CHC: Dr L Johnson Tel No: (021) 695 8242
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 16/318</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY/NEONATAL) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to rotate to other wards, willingness to work shifts, public

holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Ability to function under pressure, ability to accept accountability and responsibility. Ability to work independently and as part of the team. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation. Knowledge of the Nursing Act and relevant regulations.

DUTIES : Provide basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes patient hygiene, nutritional status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self-development. Assist with effective record keeping.

ENQUIRIES : Ms S Van Wyk Tel No: (022) 709-5079

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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"

POST 16/319 : **NURSING ASSISTANT GRADE 1 TO 3 (ADVANCED PSYCHIATRIC UNIT) (X23 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Eerste River Hospital (X21 posts) and Khayelitsha District Hospital (X2 posts); Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the various components of the facility based on operational needs. Competencies (knowledge/skills): Knowledge of nursing processes and procedures as outlined in Nursing, Health related and Public service legislation, regulations and policies. Skills to effectively communicate verbally and in writing, function within the team, and facilitate on the level of the post.

DUTIES : 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.

ENQUIRIES : Ms MM Lumphondo Tel No: (021) 902-8010/57

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

POST 16/320 : **DRIVER (HEAVY DUTY VEHICLE)**

Directorate: Engineering and Technical Support Services

SALARY : R170 226 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver. Inherent requirement of the job: Valid Public Driver's Permit (PDP). Valid code C1 (Code10) manual driver's licence. Willingness to work overtime, shifts, sleepout and perform standby duties after hours, including weekends and public holidays as operationally required. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Western Province. Ability to accept accountability and responsibility and to work independently and

		unsupervised and safety conscious. Good interpersonal skills. Sober habits. Capacity to work in a workshop environment.
<u>DUTIES</u>	:	Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer with basic administrative and general tasks. Assist workshop staff with the loading and off-loading of equipment and the safe operation of the fixed crane on truck.
<u>ENQUIRIES</u>	:	Mr SB Qamza Tel No: (021) 830-3755
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 16/321</u>	:	<u>TRADESMAN AID (ELECTRICAL) (X2 POSTS)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Bellville Mobile Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the electrical field within a workshop environment. Inherent requirement of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
<u>ENQUIRIES</u>	:	Mr G Willemse Tel No: (021) 918-1894
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 16/322</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Plettenberg Bay Clinic, Knysna/Bitou Sub- district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate domestic/cleaning experience in a health environment. Inherent requirement of the job: Physical ability to lift and/or move heavy objects and supplies. Willingness to rotate between clinics in the Sub District according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to do physical tasks and operate heavy duty cleaning equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures
<u>ENQUIRIES</u>	:	Sr J A. Stander Tel No: (044) 302 - 8400
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>POST 16/323</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)</u> (Contract until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Victoria Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a 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 a 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 a 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 requirement of the job: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.
<u>DUTIES</u>	:	To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.
<u>ENQUIRIES</u>	:	Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za
<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 to health professionals who apply for the first time for registration as a Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for a change in registration status).
<u>POST 16/324</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS) (14 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (Contract until 30 June 2027)
<u>SALARY</u>	:	Grade 1: R501 per hour Grade 2: R572 per hour Grade 3: R662 per hour
<u>CENTRE REQUIREMENTS</u>	:	Reed Street CDC, Northern/Tygerberg Sub-Structure Office
	:	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 Health Professions Council of South Africa (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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook)

etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

ENQUIRIES NOTE : Mr. A Patientia Tel No: (021) 815 8866
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Shortlisted candidates will be subjected to a written/practical and oral assessment

POST 16/325 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (SESSIONAL) (16 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(Contract until 30 June 2027)

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE REQUIREMENTS : Northern/Tygerberg Sub-Structure Office
: Minimum educational qualification: An appropriate qualification that allows for 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: **Grade 1:** None after registration with the HPCSA as either an Occupational Therapist in respect of RSA employees. One-year relevant experience after registration as an Occupational Therapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 10 years relevant experience after registration with HPCSA as Occupational Therapist in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as 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 HPCSA as Occupational Therapist in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration with HPCSA as Occupational Therapist of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach and assist at other PHC facilities in the Sub-Structure. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing OT interventions. Sound knowledge of relevant national, provincial legislation and Health Care 2030. Experience in student training/supervision. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Deliver, coordinate & manage integrated OT Services for a designated area People management of Rehab Care Workers, students, volunteers. Liaise and collaborate with internal and external stakeholders. Screen, assess and intervene as required & appropriate Link to appropriate levels of care.

ENQUIRIES NOTE : Ms N Kassen Tel No: (021) 815-8798
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. Candidates will be subjected to a practical/oral assessment.

- POST 16/326** : **SPEECH THERAPIST: GRADE 1 TO 3 (8 SESSIONS PER WEEK)**
- SALARY** : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour
- CENTRE REQUIREMENTS** : Northern Tygerberg Sub-structure Office
: Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach to other PHC facilities in the Sub-Structure. Willingness to be involved in research projects at the institution. Competencies (knowledge/skills): Ability to provide Speech Therapy services independently and as part of the team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Comply with the National Core Standards requirements. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
- DUTIES** : Assess and manage Speech, Language and Swallowing fallouts in the adult and Paediatric Populations. Coordinate and manage the Speech department and services at a district level. Participate in multi-disciplinary team discussions and departmental and training programmes. Effective and sufficient resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance.
- ENQUIRIES** : Ms. N Kassen Tel No: (021) 815- 8798
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. Candidates will be subjected to a practical/oral assessment.

POST 16/327 : **CLEANER (SESSIONS) (20 HOURS PER WEEK) (X3 POSTS)**
Cape Winelands Health District
(Contract till 31 March 2029)

SALARY : R94. 86 per hour
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment are clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms. C van Staden Tel No: (023) 348-1350

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

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 05 June 2026

NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 16/328 : **SOCIAL WORK POLICY MANAGER REF NO: 220**
Directorate: Early Childhood Development

SALARY : R1 009 512 per annum, (SWPM)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. Registration with the South African Council for Social Service

Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Project Management skills. Planning and organizing. Networking skills. Communication written and verbal. Professional counselling skills. Policy Analysis and development. Financial management. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Skills: Project Management skills. Planning and organizing. Networking skills. Communication written and verbal. Professional counselling skills. Policy Analysis and development. Financial management. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports.

DUTIES

: Develop or facilitate the development of policies for rendering a social work service in departments. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend or maintain the relevant acts, policies and procedures and develop new policies or procedures where required. This includes costing the relevant policies. Develop programs to implement the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. This would, inter alia, include the following. General consultation with stakeholders and advising subordinates regarding social work policy to be taken. Management of a social policy unit. This would, inter alia, entail the following. Ensure that the necessary personnel are recruited and retained within the budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and the social work policy unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills. Establish, implement and maintain efficient and effective communication arrangements in the unit. Ensure that subordinates maintain their professional registration as required. The development and management of the business plan of the unit and reporting on progress as required. Keep up to date with new developments in the social work and management fields. This would, inter alia, entail the following. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise or attend meetings with other departments and non government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations. Engage in continuous professional development activities as prescribed. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research. Perform and or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES

: Ms R Leukes Tel No: (021) 883 8477

POST 16/329

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 185**
District Office: Cape Winelands Education District Office

SALARY

: R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.

CENTRE REQUIREMENTS

: Worcester
: National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance or management. A valid Driver's licence. 5 years management experience. Knowledge of departmental policies and procedures. Knowledge of the Promotion of Administrative Justice Act. Knowledge of the OHS Act. Knowledge of the Promotion of Access to Information Act (PAIA). Knowledge of the Archives and Records Service Act. Knowledge of SCM processes and procedures. Knowledge of COIDA. Knowledge of facilities management or logistical services. Skills: Communication skills. Language skills. Computer skills. Planning and organising skills. Presentation skills.

		Report writing skills including specifications and submissions. Interpretation skills. Interpersonal skills.
<u>DUTIES</u>	:	Responsible for sound financial and SCM services. Ensure effective and efficient financial accounting and financial management practices. Ensure asset management service. Ensure effective and efficient implementation of SCM practices with line components. Responsible for financial compliance of Public Ordinary and Public Special Schools and hostels. Evaluate approved budgets and financial statements. Oversee quarterly financial statements and norms and standards transfer payment recommendations. Monitor management, coordination and administration of pre-forensic investigations and implementation of recommendations. Provide logistical support services including management of GG and public transport, record management services, facilities management, maintenance, grounds, venue management, reception and telecommunication services, and compliance with OHS legislation. Perform managerial tasks including recruitment and selection, motivating, training and guiding staff, managing performance, evaluation and rewarding of staff, monitoring information capacity building, promoting sound labour relations and maintaining discipline.
<u>ENQUIRIES</u>	:	Mr N.Solomon Tel No: (023) 348 4679
<u>POST 16/330</u>	:	<u>DEPUTY DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 256</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town National Senior Certificate, or equivalent and a relevant 3 year post school qualification. 3 years' middle management experience. Knowledge of: people policy and analytics processes; related prescripts; educator/public servant prescripts; Labour Relations Act (LRA), 66 of 1995.; Employment of Educators Act 76 of 1998.; Public Service Act, 1994.; South African Schools Act 84 of 1996.; Basic Conditions of Employment Act (BCEA) 75 of 1997.; other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration, Managerial skills, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.
<u>DUTIES</u>	:	Plan, organise, control and facilitate people management data, information, trend analysis and research reports: Manage the analysis, development, interpretation and report on Human Resource (HR) Information and data management. Manage the conversion of personnel data to HR management information and ensure the administration of HR information management. Ensure the generation of HR information in line with requests. Provide operational support for the HR information technology needs assessments for the Chief Directorate PMP. Manage the compilation, packaging and distribution of standardised HR reports, including: Quarterly District Management Report. Annual Under-performing Schools Report. Quarterly Leave Report to Sub-directorate People Empowerment. Annual Exit Management Report. Annual Report (Part D). Teacher Profiling Report. Manage the deactivation of bulk user accounts (HR information). Manage the coordination of standardised people management business intelligence systems: Manage the implementation of the People Management Practices System (PMPS) in terms of: System administration (registering, modifications, terminations of user accounts, etc.). Maintenance and governance of the system to ensure efficient and optimal functioning. Maintenance of the PMPS Helpdesk. Completion of Change Control Forms for any notices, enhancements, changes etc. Follow-ups with the Department of the Premier (DotP): Centre for e-Innovation (CEI) on changes requested by stakeholders. Training and user support. Ensure attendance of monthly System User Access Forum meetings. Manage the interpretation, development, monitoring and maintenance of HR policy guidelines and circulars: Oversee the development of HR policies and provide the department with administration and secretariat support for HR policy development processes. Coordinate HR policy research information and package this to support HR policy development processes within the department. Ensure the operational delivery and administrative support of HR policy consulting within the department. Ensure packaging and dissemination of HR policy frameworks, guidelines, and circulars within the department

through manual or electronic channels. Ensure that the WCED complies with the Directive on HR Delegations. Manage the provision of employment equity (EE) and transformation services: Oversee the establishment and maintenance of the EE Consultative Forum, including the coordination and secretariat functions. Oversee the gathering of data and compile the Annual EE Report. Ensure the accurate calculation of the quarterly EE Statistics and scores used in the recruitment and selection processes. Oversee the compilation of the EE and transformation related plans, reports and policies. People Management: Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan. Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the component. Monitor information capacity building within the component. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the component. Promote sound labour relations within the component. Actively manage and promote the maintenance of discipline within the component. Financial Management: Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently. Prepare budget required to achieve component objectives. Maintain internal control policies and processes in line with the Public Finance Management Act (PFMA) and National Treasury (NT) Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensure conformity with PFMA and auditing requirements. Monitor revenue and expenditure for the purpose of sound fiscal responsibility. Project long-term financial requirements needed to achieve component objectives. Explain or justify the component budget to other stakeholders and departmental groups. Oversee or help procure equipment, facilities, supplies and services. Foster an environment where cost-benefit outcomes are continuously improved. Prepare consolidated financial reports for presentation.

- ENQUIRIES** : Mr R Oosthuizen Tel No: (021) 467 2480
- POST 16/331** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 271**
Directorate: Recruitment and Selection: Office- Based Educators and Public Servants
- SALARY** : R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Cape Town
- REQUIREMENTS** : National Senior Certificate (or equivalent) and a Three-year relevant qualification (HR, Public Administration/ Management, Industrial Psychology). 3 years middle management experience. Knowledge: Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting Finance and Audit. Legal Administration. Managerial skills. Leadership skills. Interpersonal skills. Communication skills (written and verbal). Analytical skills. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising.
- DUTIES** : Plan, organise, control and coordinate the recruitment and selection process of institution and office-based educators. Manage the: Issuing of educator vacancy lists. Issuing of vacancy rosters. Verification of adverts captured by schools/Circuit Managers in terms of compliance and quality. Capturing and vetting of adverts to ensure compliance with legislation. Processing of nominations received from schools. Facilitation of the placement of advertisements in applicable media. Process of conducting personnel suitability checks in respect of all nominated candidates. Submissions for approval by the delegated authority. Maintenance of recruitment and selection databases. Monitoring and verification of nominations forwarded to Service

Benefits for capturing on Personnel and Salary system (PERSAL). Provide advice on technical, recruitment and selection related enquiries. Recommends recruitment related submissions for approval by the delegated authority. Provide a recruitment advisory service to all stakeholders. Monthly reporting on recruitment and selection progress. Manage the vacancies to an acceptable vacancy rate. Ensure the provision of support in labour relations cases. Advocacy campaigns and recruitment training at Tertiary Institutions. Advocacy and training of School Governing Bodies (SGBs) and other stakeholders. Plan, organise, control and coordinate the recruitment and selection of institution and office based public servants. Manage the: Issuing of vacancy bulletins and rosters. Capturing of adverts. Verification of adverts captured by schools in respect of compliance and quality. Vetting of adverts to ensure compliance and legislation. Processing of nominations received from schools. Facilitation of the placement of advertisements in applicable media. Process of conducting personnel suitability checks in respect of all nominated candidates. Submissions for approval by the delegated authority. Maintenance of recruitment and selection databases. Monitoring and verification of nominations forwarded to Service Benefits for capturing on PERSAL. Provide advice with technical, recruitment and selection related enquiries. Recommends recruitment related submissions for approval by the delegated authority. Draft Senior Management Service (SMS) submissions for approval by the delegated authority. Draft SMS appointment letters in respect of nominated candidates. Provide a recruitment advisory service to all stakeholders. Monthly reporting on recruitment and selection progress. Manage the vacancies to an acceptable vacancy rate. Ensure the provision of support in labour relations cases. Advocacy and training of SGBs and other stakeholders. People Management. Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan. Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the component. Monitor information capacity building within the component. Active involvement in the compilation of a HR plan, a service delivery improvement programme, and an information resources plan, for the component. Promote sound labour relations within the component. Actively manage and promote the maintenance of discipline within the component. Financial Management. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently. Prepare budget required to achieve component objectives. Maintain internal control policies and processes in line with the Public Finance Management Act (PFMA) and National Treasury (NT) Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensure conformity with PFMA and auditing requirements. Monitor revenue and expenditure for the purpose of sound fiscal responsibility. Project long-term financial requirements needed to achieve component objectives. Explain or justify the component budget to other stakeholders and departmental groups. Oversees or help procure equipment, facilities, supplies and services. Foster an environment where cost-benefit outcomes are continuously improved. Prepare consolidated financial reports for presentation.

ENQUIRIES

: Ms M Mocke Tel No: (021) 467 9278

POST 16/332

: **GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN: GRADE A REF NO: 226**

Directorate: Physical Resource Planning and Property Management

SALARY CENTRE REQUIREMENTS

: R791 604 per annum, (CICS)
 : Cape Town
 : National Senior Certificate and a National Diploma in GIS or equivalent qualification. Meeting requirements by PLATO to register as Professional GIS Technician. Minimum of Three years' experience post qualification. Knowledge of South African Schools Act of 1996, Regulations and Guidelines. PLATO Act of 1984. Spatial planning systems and norms of Government. Government Immovable Asset Management Act of 200. Occupational Health and Safety Act

DUTIES

of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. National Archives and Records Service Act of 1996.

: Perform technical GIS activities for infrastructure planning through utilisation of education information systems: Collect credible data from different sources. Capture data and update on a regular basis on required formats. Analyse data according to application requirements. Implement quality assurance. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems: Document functional and user requirements. Identify gap analysis. Verify spatial data. Update information. Capture metadata records. Produce fully functional maps customised to requirements of users. Compile reports. GIS Equipment, software, data and products: Assist to validate GIS software. Test GIS equipment. Assist to validate GIS data and products. Assist to customise GIS software to meet needs of users. Assist to train end users. Participate in regular systems audits and implementation of GIS standards: Adhere to GIS standards in terms of maps and information. Provide updated information in terms of system audits. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr G.Coetzee Tel No: (021) 467 9261

POST 16/333

: **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 189**
District Office: Metro South Education District Office

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Mitchells Plain
: National Senior Certificate (or equivalent) and a Three-year post matric qualification in audit or financial management. 3-5 years relevant experience. Constitution of the Republic of South Africa No.108 of 1996. Public Finance Management Act (PFMA). South African Schools Act No.84 of 1996. The Western Cape Provincial School Education Act No.12 of 1997. National Treasury Regulations. Government Gazette No.35617 on Amended National Norms and Standards for Schools Funding 2012. Manual Basic Financial System for Public Ordinary Schools. Treasury Guidelines Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools Draft 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Written and verbal communications including reports and submissions. Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES

: Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Ensure that notifications and reminders are send to all Public Ordinary Schools to finalise their budgets and to submit to the District Office before or on the official due date. Manage the evaluation of the entire Public Ordinary Schools within the Education Districts approved budgets. Ensure that feedback is provided on the outcome of the evaluation to the Public Ordinary School including SGB, School Management and Governance and Circuit Manager. Ensure the update and maintenance of the Red-flag database and upload to EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Ensure that notifications and reminders are send to all Public Ordinary Schools to complete their Annual Financial Statements and to send it to the District Office before or on the official due date. Ensure that all

Audited Annual Financial Statements with supporting documents are evaluated. Ensure that feedback is provided to all Public Ordinary Schools including SGB, Circuit Manager, School Management and Governance on the outcome of the evaluation. Ensure the update and maintenance of the Red-flag and submit the Red-flag database and upload onto EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Ensure that notifications and reminders are sent to all Public Schools to finalise the Bi-Annual Financial Statements (WCED 043) and to submit it to the District Office before or on the official due date. Ensure that all Bi-Annual Financial Statements of Public Schools are evaluated. Ensure that feedback is provided to all Public Schools including SGB, Circuit Manager, School Management and Governance on the outcome of the evaluation. Ensure the update and maintenance of the Red-flag and submit the Red-flag database and upload onto EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage, coordinate and administer pre-forensic investigations. Investigate all pre-forensic, specified financial-related allegations and irregularities. Provide guidance and support to investigation teams. Plan and prioritise investigations. Determine the content of the allegation. Interviews with numerous role players to determine the validity of the allegations. Collect all relevant documents, information and affidavits. Confiscate all relevant documents. Compile pre-forensic reports with findings and recommendations. Send to Head Office, Employee Relations or Provincial Forensic Services. Follow-up additional information and recommendations required. Represent the department as witness in labour or court cases. Submit recommendations to Circuit Manager or Management and Governance. Follow up on the implementation of recommendations. Participation in the recruitment of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline.

ENQUIRIES

: Mr A.Engel Tel No: (021) 370 2076

POST 16/334

: **E-LEARNING PROJECTS FACILITATOR: CURRICULUM SUPPORT REF NO: 196**
District Office: Metro Central Education District Office

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Maitland
: National Senior Certificate (or equivalent) and a Three-year post matric qualification. 3-5 years' experience in project management in an ICT environment. Preference will be given to experience in an education environment. Knowledge of relevant provincial e-Learning policies, legislation and regulations including White Paper 7 and knowledge of project management within an ICT environment. Skills: Advanced computer literacy, negotiation skills, presentation skills, communication skills, project planning skills, planning and organizational skills, analytical and systematic thinking skills and report writing skills.

DUTIES

: Manage e-Learning projects at district level by assisting in confirming priority schools for new and refreshed technology, conducting technology audits to inform decisions in collaboration with CeI, managing the retrieval and redistribution of technology, coordinating and managing implementation of all e-Learning project deliverables including project plans, site visits and installations, ensuring schools with subject-specific needs are adequately resourced according to approved plans, checking and reporting on schedules of needs and project plans for technology provisioning, submitting project plans for approval and coordinating and project managing technology provisioning for e-Learning and e-Administration. Develop and implement plans, processes and systems to implement e-Learning and technology provision projects, liaise with Head Office regarding technology provisioning and innovation projects, implement and support new and refreshed technology at public ordinary and special schools, ensure support and maintenance as per service level agreements, collaborate with Head Office and district units on e-Learning projects and ensure first-line administrative technical support to schools and School Network Administrators regarding connectivity, software and hardware.

		Provide information management and reporting by developing, managing and maintaining updated databases and records of e-Learning project implementation including financial aspects, updating and maintaining project registers and reporting regularly to stakeholders on e-Learning projects, technology provisioning and connectivity.
<u>ENQUIRIES</u>	:	Ms N Awaldien: Tel No: (021) 514 6700
<u>POST 16/335</u>	:	<u>ASSISTANT DIRECTOR: ACCOMMODATION REF NO: 223</u> Directorate: Physical Resource Planning and Property Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Cape Town National Senior Certificate, or equivalent and an appropriate 3-year post school qualification. 5 years' experience in project management – preference will be given to experience in an education environment. Knowledge of Financial and Project Management experience. Sound understanding of Project Management methodology. Proven experience in handling / managing accommodation projects / educational environment. Proven experience in budgeting and financial control. Knowledge of the policies / norms in respect of government accommodation. Knowledge of legislation, regulations, acts, agreements, policies, associated schedules and procedures: Policies on accommodation, SITA, Public Finance Management Acts (PFMA); procurement processes, BAS, SourceLink; BEE, WCSD. Skills: Advanced computer literacy – specific expertise in spreadsheets. Budgeting. Ability to think analytically and systematically. Ability to negotiate. Advanced report writing.
<u>DUTIES</u>	:	Co-ordination and project management of office accommodation for Head-and District Offices: Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders; develop full-scale project plans and associated communications documents; Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion; Liaise with project stakeholders on an on-going basis; Estimate the resources and participants needed to achieve project goals. Develop and implement appropriate policies, business process plans, process and systems to effectively manage, monitor, evaluate and report on all office accommodation projects. Develop and manage an updated database/record of all relevant aspects including financial aspects of all projects in line with project management principles: Allocate budget per project; Where required, negotiate with other department managers for the acquisition of required personnel from within the company; Monitor budget spending; Draft quarterly and financial reports. Manage the administrative deliverables of accommodation projects: Plan and schedule project timelines and milestones using appropriate tools; Track project milestones and deliverables; Develop and deliver progress reports, proposals, requirements, documentation and presentations. Collaborate and liaise with the different role players with respect to all office accommodation projects.
<u>ENQUIRIES</u>	:	Mr G.Coetzee Tel No: (021) 467 9261
<u>POST 16/336</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 227</u> Directorate: Service Benefits
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Cape Town National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures (PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements &

resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES

: Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and grievances). Ensure the adherence of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/337

: **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 228**
Directorate: Service Benefits

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures

(PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements & resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES

: Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and grievances). Ensure the adherence of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/338

: **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 229**
Directorate: Service Benefits

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures (PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements & resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES

: Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and

grievances). Ensure the adherence of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/339

: **ASSISTANT DIRECTOR: STATÉGIC PEOPLE MANAGEMENT: EMPLOYEE HEALTH AND WELLNESS REF NO: 264**
Directorate: Employee Health and Wellness

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate, or equivalent and a 3-year, relevant, post-school qualification. 5 years' relevant experience. Knowledge: Knowledge of: Employee Health and Wellness related process, Employee Health and Wellness related systems and of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy. Literacy, Computer Literacy, Language skills, Project Management, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

DUTIES

: Implement the employee health and wellness programme: Coordinate EHW services by: Providing advisory services on reported cases; Providing advisory services to relevant clients; Providing feedback through various reporting and statistical platforms. Coordinate and facilitate communication and awareness by: Implementing a communication and awareness plan; Creating awareness and marketing EHW services and policies; Conducting roadshows and wellness events in districts. Coordinate and facilitate client liaison responsibilities with regards to: Liaising with management on EHW matters; Establish, maintain and enhance the relationship amongst EHW stakeholders; Acting as a point of contact for complaints from client and escalate challenges. Represent the department on various EHW structures: Monitor and analyse the absenteeism reports and sick leave profiles and propose relevant interventions. Facilitate the procurement of EHW offerings and monitor the service providers. Facilitate the implementation of Provincial Employee Aids Programme (PEAP) (HIV/AIDS). Monitor service provided by service provider and the utilisation of the programme. Report on relevant executed projects on various reporting and statistical platforms. Provide financial administration support and payment processing with regards to the EHW programme: Monitor EHW programme budgets and report on expenditure; Ensure all payments are made within 30 days period; Quality assure all invoices from service providers for accuracy and compliance; Review the proofs of payments for all Basic Accounting System (BAS) payments done in a month; Draw a Document Control Report for all payments done on BAS; Ensure that the Administration Clerk submits to Finance all the payment vouchers and the Document Control Report before the 7th of each month; Ensure database of all payments made. Implement, facilitate and monitor EHW governance and compliance: Develop relevant EHW governance and standards. Conduct topic specific research. Develop and participate in draft/review of frameworks/strategies, standards and plans. Participate on various committees and meetings prevalent to EHW processes. Identify and analyse EHW themes and trends. Plan relevant projects for the department. Monitor and report on compliance of EHW projects in the Department. Report on relevant executed projects on various reporting and statistical platforms. Develop and maintain EHW database. Provide statutory reports in respect of the Department. Assess EHW programmes. Draft reports on EHW programme impact. Operationalise the provisioning of reasonable accommodation services: Investigate cases requesting reasonable accommodation and/or assistive devices. Facilitate disability disclosures with employees. Follow up on disclosure capturing on Personnel and Salary systems (PERSAL). Liaise with Health Risk Manager and Occupational Therapist for Functional Capacity Evaluations, where necessary. Liaise with various directorates for purpose of placement in terms of reasonable

accommodation. People Management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.
Mr R.Oosthuizen Tel No: (021) 467 2480

ENQUIRIES

POST 16/340

**ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT
REF NO: 255**
District Office: Cape Winelands Education District Office

**SALARY
CENTRE
REQUIREMENTS**

R487 197 per annum (Level 09)
Worcester
National Senior Certificate (or equivalent) and a Three-year post matric qualification. A valid Driver's licence (excluding code A/A1). 3-5 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations / Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Knowledge of Departmental strategic and operational planning processes and procedures. Knowledge of Departmental programme and project management processes and procedures. Knowledge of Departmental performance monitoring processes and procedures. Knowledge of intergovernmental and intra institutional relations at district level. Skills: Written and verbal communication. Motivational. Interpretation of prescripts and policies. Organising and planning. Report writing. Data and Information Management. Computer literacy. Analytical thinking. Facilitation and Presentation skills.

DUTIES

Manage, monitor and review the district strategic annual business plans. Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. DIP Calendars NSLA Special Programmes (e.g. EMGD, HSIP, GET, FET, Positive Behaviour, etc.). Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. IDP engagements. Joint Planning Initiatives (JPIs). Intergovernmental steering committees. Community outreach programmes (Thusong Centres), etc. Liaison meetings with stakeholders. Interface between the office of the District Director and internal/external stakeholders. NCOP (National Council of Provinces). Parliamentary Standing Committee. SG visits. Reporting on external and intergovernmental matters. Analyse, present and report on district data and information. Provide management and decision making information. Manage and maintain all aspects of information at district level (Management Information systems and facilitate ICT services). Enable access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee and monitor the maintenance of all Educational Management Information and related systems. CEMIS/SAMI (including School Information). DMIS. Edu Info Search (EIS). Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases. NGO stakeholders working in schools. Exchange programmes in schools. Partnerships. District staff (contact details), etc. Supervision of staff. Participation in the recruitment of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline.

ENQUIRIES

Mr B Jacobs Tel No: (023) 348 4660

POST 16/341

**ANALYST INFORMATION MANAGER: EDUCATION KNOWLEDGE AND
INFORMATION SYSTEMS REF NO: 257**
Directorate: Education Knowledge and Info Systems

**SALARY
CENTRE**

R487 197 per annum (Level 09)
Cape Town

- REQUIREMENTS** : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 3 years management experience. Knowledge: Thorough knowledge of knowledge management and information systems. Sense of the demographics of WCED. Literacy (2 Official Languages). Numeracy. In-depth knowledge of Organization (structure & processes). Skills: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal / organisational skills. Strong attention to detail. Project Management. Presentation Skills. Decision-making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Co-ordination. Research skills. Facilitation and Presentation skills. Strong Decision-making. Conflict resolution. Meeting skills. Interpersonal relations.
- DUTIES** : Helping to develop corporate knowledge management strategy. Identifying and developing various techniques to facilitate knowledge transfer. Assist with knowledge management design, development, implementation and ongoing support and maintenance. Create a process to easily identify knowledge required to meet organisational needs. Determine the appropriate structure and format in the knowledge management system, and determine the sources and acquisition methods for the knowledge. Ensure the continued enhancements of knowledge management techniques in conjunction with evolving industry trends and standards. Primary contact internally regarding relevant tools and technologies. Finding sources of expertise and acquiring necessary knowledge. Implementing and maintaining the knowledge throughout the organisation.
- ENQUIRIES** : Mr C. Adriaans Tel No: (021) 467 9255
- POST 16/342** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION: ESTABLISHMENTS REF NO: 274**
Directorate: Recruitment and Selection
- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Cape Town
- REQUIREMENTS** : A National Senior Certificate, or equivalent and a 3-year relevant qualification. 5 years' relevant experience. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. PERSAL. Establishments. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, ability to analyse, conceptualise and interpret policy, PERSAL.
- DUTIES** : Operationalise and coordinate an establishment administration and control function: Manage the approved establishment of the department. Ensure the creation and abolishment of posts on the approved establishment. Control and monitor use of functions pertaining to establishment control. Develop, analyse and maintain establishment statistics. Manage the reconciliation of organisational structures with Personnel. and Salary (PERSAL) system. Check and verify establishment related information. Implement establishment related policies and procedures: Manage the development and implementation of policies and procedures related to establishment administration. Advise and guide management and staff on the interpretation of policies and prescripts. Provide accurate and up-to-date information and reports to relevant stakeholders on establishment matters: Ensure the coordination and compilation of information for top management. Ensure the development and maintenance of establishment databases for the department. Manage the provision of people administrative information (including statutory reporting). Manage responses and provide reports to Auditor General (AG) requests for establishment information. People management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Advise on policy issues with regard to the functions of the components under his/her command.
- ENQUIRIES** : Ms M Mocke Tel No: (021) 467 9278

POST 16/343 : **ADMINISTRATIVE OFFICER: PROPERTY MANAGEMENT REF NO: 222**
 Directorate: Physical Resource Planning and Property Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : Appropriate B-degree with 3-5 years appropriate experience or Grade 12 with 6-10 years appropriate experience. Knowledge of government systems Knowledge of the government policies Knowledge of the Constitution, legal and institutional arrangements governing the SA public sector. Skills: Analytical and systems thinking skills. Conceptual and formulation skills. Excellent communication skills. Computer literacy skills.

DUTIES : Management of Leases Facilitating the lease agreement process: Facilitate the renewal of contracts process Loading of leases on the system and continuously updating the commitment property register. Issue payment instructions to finance office: Provide finance with the banking details form consisting of the supplier details for loading on the BAS system. Provide finance with the annual template for loading on the BAS system. Provide finance with the template of all leases that needs to be paid on a monthly basis. Facilitation of opening, closing and merging of schools as well as transfers of independent schools to public schools. Receipt of application (whether it's opening, closing, merging of schools or transfer of independent schools). Draft submission for MEC for approval. Draft letter for notification. Notify all components/parties affected by the decision. Planning of scheduled and emergency maintenance. Receive priority list from District Offices/application form directly from schools in cases of emergency repairs In cases of scheduled maintenance, the priority list is forwarded to Public Works for execution. In cases of emergency maintenance, the Supply Chain Management process must be followed. Facilitate SGB building projects. Assist schools with the whole process until final approval is granted. Facilitate the process of the relinquishing of school property. The process can start in 2 ways: Firstly, a telephonic enquiry can be received directly from Public or Secondly, an enquiry can be received from Public Works. Acquisition of sites and leased schools: Facilitate the process from beginning to end. Regular contact with all role players during the process.

ENQUIRIES : Mr C Paris Tel No: (021) 467 2010

POST 16/344 : **SCHOOL SAFETY OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 236**
 District Office: Metro Central Education District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in Health Safety, Education, Industrial Hygiene, Environmental Safety or Ergonomics. Desirable: SAMTRAC training course and SACE Registration. 2 years relevant experience, preference will be given to experience within the education field. A valid Driver's licence (excluding code A/A1). Knowledge of Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance including SCM and budgetary processes. Knowledge and application of relevant education policies, prescripts and legislation. National School Safety Framework. National Development Plan. Project planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills. Human relations skills. Analytical skills. Negotiation skills. Communication skills in at least two of the official languages of the Western Cape Government. Computer literacy. Presentation and facilitation skills.

DUTIES : Implementation of Occupational Health and Safety Policies, National and Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect property and keep employees and learners safe. Assist with the creation of a comprehensive safety plan which will include a contingency plan. Define the role of each employee in maintaining workplace safety including RCL, SGB and SMT. Determine the type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and

communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high level Safety Health Environmental consultancy and advisory service based on legal and other regulatory frameworks. Conduct regular inspections at Public Ordinary Schools and Public Special Schools to check that policies and procedures are being properly implemented. Monitor and report on the implementation of policies and procedures and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct security audits, risk assessments and safety inspections at schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety risk assessments and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools relating to evacuation drills and emergency alarms, safety risk assessments and standard operating procedures, employee awareness of responsibilities, installation and maintenance of safety equipment, and record keeping of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks in alignment with procurement policies. Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audits, assessments and safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of the District Occupational Health and Safety Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilise and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plans. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Public Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and services. Coordinate the delivery of training including evacuation plans, fire prevention, fire protection and hazardous materials communication. Ensure full and accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal and behavioural programmes to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organise, manage and facilitate all school based crime control, crime prevention and developmental initiatives including youth clubs, anti truancy and back

- ENQUIRIES** : Mr W Abrahams Tel No: (021) 514 6921
- POST 16/345** : **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 247**
District Office: Metro East Education District Office
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Salary Level 8)
: Kuilsrivier
: National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and

DUTIES

interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

: Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

ENQUIRIES

: Mr H Carolissen Tel No: (021) 900 7019

POST 16/346

: **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 248**
District Office: Metro East Education District Office

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
: Kuilsrivier
: National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

DUTIES

: Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with

policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

ENQUIRIES

: Mr H Carolissen Tel No: (021) 900 7019

POST 16/347

: **INFORMATION SYSTEMS OFFICER: PLANNING AND INFORMATION MANAGEMENT REF NO: 250**
District Office: West Coast Education District Office

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
: Paarl
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. A valid Driver's licence (excluding code A/A1). 1-2 years relevant experience. Knowledge: Knowledge of an ICT Strategy and operational plan. Knowledge of Education Information Systems (DMIS/CEMIS/PMPS, EduInfoSearch, SAMI, IMS). Processes and procedures of CITCOM and DITCOM. Knowledge of SCM processes and procedures. Knowledge of Education policies and guidelines regarding ICT. Knowledge of Data and Information Management. Skills: Written and verbal communication in 2 official languages of the Western Cape. Interpersonal. Problem solving. Presenting and facilitation. Report writing. Computer literacy (Advance level). Data analysis. Analytical thinking. Planning and organising skills.

DUTIES

: Enable access and utilisation of the Education Knowledge and Information Management Systems and related information and Communication Technology (ICT) solutions within the Western Cape Education Districts. Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems

for the District. Receive, process and submit applications to Director and Network Technologist (Cel) for approval. Ensure request is in line with prescripts. Maintain and update the infrastructure (hardware, software and connectivity) asset register. Maintain EMIS and provide data analysis service within the Education District. Assist with the facilitation of interfaces with other ICT solutions within the District. Assist with the gathering, collation, analysis and dissemination of information. Perform system and data analysis processes to ensure data integrity within the District. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders within the District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Implement a decentralised training support process in collaboration with Directorate Knowledge and Information Management with the identification of EMIS training requirements within the District and Schools. Render EMIS support as requested by schools telephonically, e-support or in loco. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems. Render support in terms of internal publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management Systems within the Education District by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as ad hoc requests.

- ENQUIRIES** : Mr H Bastiaan Tel No: (021) 860 1229
- POST 16/348** : **MANAGEMENT AND GOVERNANCE SUPPORT: LEARNER TRANSPORT OFFICER REF NO: 251**
District Office: West Coast Education District Office
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Paarl
: National Senior Certificate, or equivalent and a 3-year relevant, post school qualification. A Valid driver's licence (excluding code A/A1). 2 years' relevant experience. Knowledge: Knowledge of National and Provincial Legislation, Policies and guidelines, National Road Traffic Act (Act 93 of 1996) and Regulations, Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), National Learner Transport Policy (June 2015), Western Cape Education Department Learner Transport Policy, Contract Management, SCM, the process for the testing of vehicles, information management systems (including GIS), financial administration processes, Standard Operating Procedures (SOP) Manual for Learner Transport Schemes (LTSs) (2015).Skills: Written and verbal communication in 2 official languages of Western Cape, Organising and planning, Numeracy, Computer literacy, Recordkeeping, Interpersonal, Report writing.
- DUTIES** : Administer the Learner Transport Scheme (LTS) applications process for new and existing Learner Transport routes: Receive learner transport applications with the Circuit Manager's recommendation. Maintain a database / register of the received applications for tracking purposes. Verifies the correctness of the information in the application including the verification of learner details on CEMIS. Provide a detailed route map with verified distances and Geographic Positioning System (GPS) coordinates for new learner transport routes and extensions / curtailments of existing routes. Request and attach additional written motivation where learners are transported past the nearest school/s. Present the completed applications to the relevant district manager/s and District Director for the final recommendation. Submit the signed applications to the relevant component at head office. Record management function with regards to LTS: Open a separate file for each LTS route as per District File Plan. File all relevant correspondence in route files. Maintain a database of the expiry dates of all LTS contracts and ensure the timeous submission of the application for the re-advertisement of expired contracts. Facilitation of bi-annual vehicle testing: Ensure the timeous testing of all approved learner transport vehicles. Timeous submission of monthly vehicle testing schedules and reports to the relevant district manager and head office component. Payment of monthly claims: Oversee the timeous processing of monthly claims received from principals / learner transport contractors. Verify the correctness of each claim and submit the claims for payment. Ascertain whether all principals / learner transport contractors submitted their claims and issue a

written request where claims were not timeously received. Maintain a database of claims received and processed. Report monthly on the prescribed template to the relevant district manager and head office component. Monitoring of Learner Transport Schemes: Quarterly identify and inspect a pre-determined number of learner transport routes with respect to general condition of learner transport vehicles, overloading, roadworthiness, valid licences and general compliance to contract conditions. Inform the principals / learner transport contractors in writing of non-compliance with an instruction to comply within a predetermined due date. Attend to learner transport complaints received from schools and other relevant stakeholders. Conduct unannounced learner transport route inspections where required. Ensure that the database for learner transport complaints received is maintained and updated. Identify and report on cases of non-compliance and follow due process. Report monthly on the prescribed template to the relevant district manager and head office component. Supervisory functions: Motivate, train and guide staff to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline. Perform all the supervisory tasks with regard to the section.

ENQUIRIES : Mr H Bastiaan Tel No: (021) 860 1229

POST 16/349 : **INFORMATION ANALYST: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 258**
Directorate: Education Knowledge and Info Systems

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
: Cape Town
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. 1-year relevant experience in information management. Knowledge: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Strong attention to detail. Through knowledge of knowledge management and information systems. Project Management. Sense of Demographics of WCED. Skills: Literacy (2 Official Languages). Numeracy. Presentation Skills. Decision –making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Coordination. Research skills. Facilitation/Coordination/ Presentation skills. Strong Decision making. Conflict resolution. Meeting skills. Interpersonal relations. In-depth knowledge of Organisation (structure and processes).

DUTIES : Enable access and utilisation of the Education Management Information System (EMIS) and related Information Technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP: Cel: Provide access to users. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the EMIS. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Maintain EMIS and related systems within the WCED and provide information analysis: Facilitate updates and enhancements to the WCED EMIS and related systems e.g. CEMIS, LURITS, SA-SAMS. Assist with the facilitation of interfaces with other ICT solutions. Perform system and data analysis processes to ensure data integrity. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders. Execute and support interventions for review and improvement of the EMIS and related systems. Facilitate Knowledge and Information Management systems user training and support in collaboration with Education Districts: Implement a decentralised training and support process in collaboration with Districts. Assist with the Identification of EMIS training requirements within the WCED. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems: Render support in terms of publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management systems within the WCED by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as adhoc requests.

ENQUIRIES : Mr C Adriaans Tel No: (021) 467 9255

POST 16/350 : **INFORMATION ANALYST: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 259**
Directorate: Education Knowledge and Info Systems

SALARY : R413 001 per annum (Level 08)

CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 1-year relevant experience in information management. Knowledge: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Strong attention to detail. Through knowledge of knowledge management and information systems. Project Management. Sense of Demographics of WCED. Skills: Literacy (2 Official Languages). Numeracy. Presentation Skills. Decision –making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Coordination. Research skills. Facilitation/Coordination/ Presentation skills. Strong Decision making. Conflict resolution. Meeting skills. Interpersonal relations. In-depth knowledge of Organisation (structure and processes).

DUTIES : Enable access and utilisation of the Education Management Information System (EMIS) and related Information Technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP: Cel: Provide access to users. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the EMIS. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Maintain EMIS and related systems within the WCED and provide information analysis: Facilitate updates and enhancements to the WCED EMIS and related systems e.g. CEMIS, LURITS, SA-SAMS. Assist with the facilitation of interfaces with other ICT solutions. Perform system and data analysis processes to ensure data integrity. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders. Execute and support interventions for review and improvement of the EMIS and related systems. Facilitate Knowledge and Information Management systems user training and support in collaboration with Education Districts: Implement a decentralised training and support process in collaboration with Districts. Assist with the Identification of EMIS training requirements within the WCED. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems: Render support in terms of publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management systems within the WCED by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as adhoc requests.

ENQUIRIES : Mr C Adriaans Tel No: (021) 467 9255

POST 16/351 : **ADMINISTRATIVE OFFICER: LEARNER TRANSPORT SCHEMES REF NO: 266**
Directorate: Learner Transport Schemes

SALARY : R413 001 per annum (Level 08)

CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate, or equivalent and a relevant 3-year qualification (Degree/National Diploma or equivalent); A valid driver's license (excluding code A/A1); Two years relevant experience in an administrative environment, preferably in Learner Transport Schemes. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual. Skills: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; submission/Report Writing, Supervisory Skills.

DUTIES : Provide administrative support and assist with: Manage the planning and coordination of the Learner Transport Schemes: Maintain a register of LTS applications received from Districts and a Schedule of LTS routes. Quality Assurance of LTS application and presentation to WCED Bus Committee. Verify LTS route details by using Google Maps & GIS system. Verify/ Capture learner and route details on the Central Education Management Information System (CEMIS). Compile LTS submissions to Delegated Official for approval. Conduct route verifications where required. Communicate with Districts/Schools/Circuit. Managers regarding shortcomings identified. Compile Letters and Memorandums to Districts/Schools/Directorate Procurement Management regarding the outcome of LTS applications. Capture Learners/Application outcomes on EduInfoSearch system. Monitor LTS contract duration with a view to request the re-advertisement of services by the Directorate: Procurement Management. Ensure the creation and maintenance of a separate file for each LTS route. Attend to LTS enquiries from all stakeholders. Supervision: Perform a supervisory function: Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.

ENQUIRIES : Ms K Lackay Tel No. (021) 467 2327

POST 16/352 : **ADMINISTRATIVE OFFICER: LEARNER TRANSPORT SCHEMES REF NO: 267**
Directorate: Learner Transport Schemes

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a relevant 3-year qualification (Degree/National Diploma or equivalent); A valid driver's license (excluding code A/A1); Two years relevant experience in an administrative environment, preferably in Learner Transport Schemes. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual. Skills: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; submission/Report Writing, Supervisory Skills.

DUTIES : Provide administrative support and assist with: Manage the planning and coordination of the Learner Transport Schemes: Maintain a register of LTS applications received from Districts and a Schedule of LTS routes. Quality Assurance of LTS application and presentation to WCED Bus Committee. Verify LTS route details by using Google Maps & GIS system. Verify/ Capture learner and route details on the Central Education Management Information System (CEMIS). Compile LTS submissions to Delegated Official for approval. Conduct route verifications where required. Communicate with Districts/Schools/Circuit. Managers regarding shortcomings identified. Compile Letters and Memorandums to Districts/Schools/Directorate Procurement Management regarding the outcome of LTS applications. Capture Learners/Application outcomes on EduInfoSearch system. Monitor LTS contract duration with a view to request the re-advertisement of services by the Directorate: Procurement Management. Ensure the creation and maintenance of a separate file for each LTS route. Attend to LTS enquiries from all stakeholders. Supervision: Perform a supervisory function: Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.

ENQUIRIES : Ms K Lackay Tel No: (021) 467 2327

POST 16/353 : **LANGUAGE PRACTITIONER: EDITORIAL AND LANGUAGE SERVICE REF NO: 263**
Directorate: Communication

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year post-school qualification (NQF 6) in communication and translation studies, linguistics or related studies. 1 – 2 years' relevant experience. Knowledge of Communication policy and strategies. Profound working knowledge of at least two official languages of the Western Cape. Editing and translation of documents. Skills: Interpret and apply

		relevant policies and procedures. Problem solving skills. Facilitation skills. Presentation skills. Communication (written and verbal). Organising. Analytical thinking. Project management. Research. Computer literacy (MS Office).
<u>DUTIES</u>	:	Provide language and translation services to the Department: Provide input into the development and implementation of necessary policies and procedures with regard to departmental language services. Translate and edit documents in the official languages. Liaise with Department of Cultural Affairs and Sport (DCAS) for outsourced translation of documents. Quality-check all documents and products managed by the unit. Perform administrative tasks eg. record keeping. Participate in the development of standard terminology for the Department: Provide language advisory services to the Department. Develop and record terminology. Compile and maintain databases relating to language matters. Compile lists of terms requiring standardization during the translation process. Participate in the Terminology Forum to develop proposed standardised terms.
<u>ENQUIRIES</u>	:	Ms M Merton Tel No: (021) 467 2707
<u>POST 16/354</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE, ADMIN, GOVERNANCE: INSTITUTIONAL MANAGEMENT AND GOVERNANCE: NON-CURRICULUM REF NO: 268</u> Directorate: Management And Governance (Non-Curriculum)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Cape Town National Senior Certificate (or equivalent) and a relevant B-Degree. 1 year relevant experience. Knowledge: Knowledge of South African Schools Act and the FET Act. Knowledge of modern systems of governance and administration. Knowledge of public policy making processes. Knowledge of the policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of communication, media management, public relations, public participation and public education. Knowledge of project management processes. Skills: Analytical and systems thinking skills. Conceptual and formulation skills. Team building and strong interpersonal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills.
<u>DUTIES</u>	:	Develop policy and guidelines on management and governance issues in respect of Financial Management and Governance, Procurement Administration and Governance, Institution Administration including HRM and Office Administration and Governance, Learner Administration and Governance, and Physical Resource Administration and Governance. Provide policy and guidelines for building capacity of SGBs and RCLs. Develop systems, standards and practices for institutional management and governance.
<u>ENQUIRIES</u>	:	Mr N.Petersen Tel No: (023) 348 4601
<u>POST 16/355</u>	:	<u>EMPLOYEE RELATIONS PRACTITIONER: EMPLOYEE RELATIONS: MISCONDUCT, GRIEVANCES AND DISPUTES REF NO: 269</u> Directorate: Employee Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Cape Town National Senior Certificate, or equivalent and a 3-year, relevant post-school qualification. 3 years' relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Interpersonal skills, Communication skills (written and verbal), Analytical skills,

DUTIES

Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising.

Render effective misconduct, grievances, disputes and case matters: Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour; Compiling of submissions to obtain mandate to institute disciplinary action and/or the finalisation thereof; Assist in securing a presiding officer to be appointed, where necessary; Maintain a management plan to ensure compliance with timeframes; Deal with all types of enquiries relating to misconduct; Provide guidance on misconduct matters; Perform general administrative duties; Capture cases on Personnel and Salary System (PERSAL); Stay abreast with latest case law and policies. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators; Monitor time frames and follow-up on outstanding grievances with designated line managers' delegated to deal with such matters; Finalise grievance based on the outcome report received from the respective line manager; Provide guidance and deal with all types of enquiries relating to grievance, legal and/or financial implications of personnel related matters; Perform general administrative duties; Capture cases on PERSAL. Disputes: Obtain background information on the dispute; Analyse the dispute referral in order to prepare for the conciliation and/or arbitration; Keep abreast with latest case law/collective agreements/regulatory framework in order to prepare submission and obtain a mandate to defend and/or settle a dispute; Represent the department in the dispute resolution process during conciliation and/or arbitration for both educators and public servants; Deal with all types of enquires relating to disputes; Liaise with organised labour and representatives; Perform general administrative duties; Capture cases on PERSAL. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar; Monitor and check the adherence to the respective timeframes for the respective court procedures; Keep diary for consultations with counsel and court dates; Implementation of court judgements; Maintain and update a monthly record of court cases. Execute Collective Bargaining and Training services: Assist in collective bargaining consultations with education unions: Provincial Education Labour Relations Chamber (PELRC): Arrange caucus meetings and log arrangements for PELRC, Provide feedback report to Head of Department (HoD), Compile follow up on action list; and, File documents and update statistics Task Teams: Caucus meetings for task teams and log arrangements; Compile minutes and action lists for task teams; and Follow up actions of each task teams. Assist in collective bargaining consultations with public service unions: Multi-laterals and bi-lateral meetings with unions: Arrange caucus meetings and log arrangements; Compile minutes of meeting and action lists; and Follow up and compile notices and reminders. Assist with secondments and time-off for union secondments: Compile submissions to HoD for approval with letters to role players; Send approved/signed letters to various role players; and File documents/letters, etc. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation processes including: Execute administrative duties; Logistical arrangements; and; Notices and reminders to stakeholders. Execute training and support: Identify training needs for educators and public servants; Assist with the formulation of training programmes; Conduct training sessions on labour relations matters; Procurement of training material and presenters; Evaluate trainers and training material; and Perform general administrative duties. Deal with all types of enquiries relating to collective bargaining and training. Keep a monthly record of cases (statistics). Assist with collective bargaining matters. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; o Gather information on the latest amended relevant legislation, case law, articles, law journals etc.; and Provide guidance to staff on the latest developments. Gather and compile information on topical matters affecting WCED. Assist the sub-directorate with: Gathering of information on topical matters arising from arbitration awards; and Update staff on the latest developments in the labour relations/law field. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service

(RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Prepare appeal bundles from all the relevant disciplinary hearings documents and the recordings; Submit appeals to the Provincial Minister and Appeal Authority; Follow up on outstanding appeals from said authorities; and Update and maintain the case management system. Keep a monthly record of appeal statistics. Execute administrative support to the specific functions: Apply efficient management and protection of sensitive and confidential information coming in and going out the sub-directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Contribute to the operational objectives of the directorate. Promote sound labour relations in the public education sector. Keep up to date with matters relating to grievances, disputes and misconduct cases. Assist with procurement, inventory and general finance processes. Draft submissions and memoranda on various challenges. Redistribute correspondence and redirect enquiries to the relevant officials. Keep record and follow up on enquiries and correspondence. Direct general inquiries from the public, media and administration. Check and verify outgoing documentation. Assist with diary management by coordinating meetings and appointments. Prepare all relevant documentations for appointments and meetings.

- ENQUIRIES** : Mr C Esau Tel No: (021) 467 2362
- POST 16/356** : **EMPLOYEE RELATIONS PRACTITIONER: EMPLOYEE RELATIONS: MISCONDUCT, GRIEVANCES AND DISPUTES REF NO: 270**
Directorate: Employee Relations
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Cape Town
: National Senior Certificate, or equivalent and a 3-year, relevant post-school qualification. 3 years' relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising.
- DUTIES** : Render effective misconduct, grievances, disputes and case matters: Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour; Compiling of submissions to obtain mandate to institute disciplinary action and/or the finalisation thereof; Assist in securing a presiding officer to be appointed, where necessary; Maintain a management plan to ensure compliance with timeframes; Deal with all types of enquiries relating to misconduct; Provide guidance on misconduct matters; Perform general administrative duties; Capture cases on Personnel and Salary System (PERSAL); Stay abreast with latest case law and policies. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators; Monitor time frames and follow-up on outstanding grievances with designated line managers' delegated to deal with such matters; Finalise grievance based on the outcome report received from the respective line manager; Provide guidance and deal with all types of enquiries relating to grievance, legal and/or financial implications of personnel related matters; Perform general administrative duties; Capture cases on PERSAL. Disputes: Obtain background information on the dispute; Analyse the dispute referral in order to prepare for the conciliation and/or arbitration; Keep abreast with latest case law/collective agreements/regulatory framework in order to prepare submission and obtain a mandate to defend and/or settle a dispute; Represent

the department in the dispute resolution process during conciliation and/or arbitration for both educators and public servants; Deal with all types of enquires relating to disputes; Liaise with organised labour and representatives; Perform general administrative duties; Capture cases on PERSAL. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar; Monitor and check the adherence to the respective timeframes for the respective court procedures; Keep diary for consultations with counsel and court dates; Implementation of court judgements; Maintain and update a monthly record of court cases. Execute Collective Bargaining and Training services: Assist in collective bargaining consultations with education unions: Provincial Education Labour Relations Chamber (PELRC): Arrange caucus meetings and log arrangements for PELRC, Provide feedback report to Head of Department (HoD), Compile follow up on action list; and, File documents and update statistics Task Teams: Caucus meetings for task teams and log arrangements; Compile minutes and action lists for task teams; and Follow up actions of each task teams. Assist in collective bargaining consultations with public service unions: Multi-laterals and bi-lateral meetings with unions: Arrange caucus meetings and log arrangements; Compile minutes of meeting and action lists; and Follow up and compile notices and reminders. Assist with secondments and time-off for union secondments: Compile submissions to HoD for approval with letters to role players; Send approved/signed letters to various role players; and File documents/letters, etc. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation processes including: Execute administrative duties; Logistical arrangements; and; Notices and reminders to stakeholders. Execute training and support: Identify training needs for educators and public servants; Assist with the formulation of training programmes; Conduct training sessions on labour relations matters; Procurement of training material and presenters; Evaluate trainers and training material; and Perform general administrative duties. Deal with all types of enquiries relating to collective bargaining and training. Keep a monthly record of cases (statistics). Assist with collective bargaining matters. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; o Gather information on the latest amended relevant legislation, case law, articles, law journals etc.; and Provide guidance to staff on the latest developments. Gather and compile information on topical matters affecting WCED. Assist the sub-directorate with: Gathering of information on topical matters arising from arbitration awards; and Update staff on the latest developments in the labour relations/law field. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service (RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Prepare appeal bundles from all the relevant disciplinary hearings documents and the recordings; Submit appeals to the Provincial Minister and Appeal Authority; Follow up on outstanding appeals from said authorities; and Update and maintain the case management system. Keep a monthly record of appeal statistics. Execute administrative support to the specific functions: Apply efficient management and protection of sensitive and confidential information coming in and going out the sub-directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Contribute to the operational objectives of the directorate. Promote sound labour relations in the public education sector. Keep up to date with matters relating to grievances, disputes and misconduct cases. Assist with procurement, inventory and general finance processes. Draft submissions and memoranda on various challenges. Redistribute correspondence and redirect enquiries to the relevant officials. Keep record and follow up on enquiries and correspondence. Direct general inquiries from the public, media and administration. Check and verify outgoing documentation. Assist with diary

		management by coordinating meetings and appointments. Prepare all relevant documentations for appointments and meetings.
<u>ENQUIRIES</u>	:	Mr C Esau Tel No: (021) 467 2362
<u>POST 16/357</u>	:	<u>HR PRACTITIONER: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION REF NO: 276</u> Directorate: Recruitment and Selection
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Cape Town National Senior Certificate, or equivalent and a relevant 3 year qualification. 3 years' relevant experience in talent sourcing and administration. Knowledge: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills: Analytical thinking. Strategic thinking. Communication. Computer Literacy. Ability to analyse, conceptualise and implement policy. Conflict resolution. Monitoring, evaluation and reporting. Presentation. Problem Solving. Research.
<u>DUTIES</u>	:	Compile advertisements and placement thereof in applicable media: Write/create an advert in line with job description and job evaluation. Create Provincial and DPSA bulletin. Compile newspaper adverts. Request for publication in various media (internally via Directorate: Corporate Communication). Attend to all queries relating to adverts and advise in this regard. Facilitate and advise on the recruitment process (inclusive of e-recruitment procedures): Receive applications per post from the service provider. Control the applications against final lists to ensure 100% reconciliation. Transmit applications with supporting HR documentation to selection committees. Liaise with OD regarding competency assessment process (level 9 and higher). Co-ordinate a data base of all relevant recruitment information. Facilitate and advise on the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Compile integrated and individual short-list grids. Prepare the interview file with all relevant documentation. Inform relevant managers of their responsibility to assist and support the shortlisting process. Render logistical arrangements i.e. accommodation/flights, preparing agenda's and informing the candidates of the interview details. Attend preparatory meetings with line manager/chair/panel. Render secretariat function during actual interviews. Monitor procedures and processes during actual interview and advise accordingly. Draft submission and appointment letters in respect of nominated candidates: Compile post-interview submissions for approval by relevant manager. Submit the approved submission to the relevant line manager. Submit relevant documentation to the appointment section. Co-ordinate the data base with relevant information regarding submission letters, appointment letters, nomination and assumption of duty letters. Provide a capacity building and talent sourcing advisory service: Conduct capacity building information sessions at department components. Maintain and update talent sourcing procedures and manuals. Render general recruitment advisory service. Perform managerial / supervisory tasks: Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command. Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements.
<u>ENQUIRIES</u>	:	Ms M Mocke Tel No: (021) 467 9278
<u>POST 16/358</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: CURRICULUM SUPPORT REF NO: 203</u> District Office: Metro East Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Kuilsvier National Senior Certificate (or equivalent) and a One-year post matric qualification. 3 years relevant clerical or administrative experience. Knowledge of provincial and national education strategies, advanced knowledge of

relevant software packages and computer programmes, knowledge of relevant legislation, policies, prescripts and procedures and basic financial administration. Skills: Drafting documentation such as submissions and letters, sound organising, planning and time management skills, minute taking and record keeping, running and maintaining record management systems, effective written and verbal communication, procurement of goods and services, ability to work under pressure, sound judgement, basic research and information gathering skills, analysis of documents and situations, ability to access research sources and ability to function as a team member.

DUTIES

: Render line administrative support services by managing support staff in administrative duties, developing and maintaining processes and systems to improve efficiency, overseeing the flow of information and documents to and from the Curriculum Support Component, preparing documentation and verifying responses received from schools and internal and external stakeholders, obtaining inputs, collating and compiling progress, monthly and management reports, assisting with monitoring and evaluating performance against predetermined objectives, ensuring effective record keeping of activities and resources, assisting with the planning of workshops, meetings and conferences, following up on outstanding documentation, data and information and collating curriculum data available on WCED systems such as CEMIS, EduInfoSearch, SAMI and DMIS. Coordinate monitoring and evaluation activities by updating and maintaining information systems for curriculum projects, compiling memoranda and reports on the validity and relevance of data, tracking issues through the Issue Management System, coordinating project development queries including parliamentary and ministerial enquiries, analysing reports and making notes or recommendations, assisting with analysis of business reports, drafting progress reports and keeping detailed records of teacher and school performance. Provide support to the unit for supply chain management by coordinating supporting documents, managing and maintaining an effective filing system, screening documents for meetings, collecting and compiling project information, rendering secretariat services including agenda management and circulation of memoranda, managing procurement of standard items, obtaining required signatures and keeping records of procurement activities. Render advice and liaison on administrative matters by remaining updated on WCED online systems, studying relevant public service and departmental prescripts and policies, remaining abreast of project procedures and compiling reports and submissions as requested.

ENQUIRIES

: Mr T Daniels Tel No: (021) 900 7169

POST 16/359

: **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 207**
District Office: Eden and Central Karoo Education District Office

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)
: George
: National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting of documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES

: Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration,

certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repeaters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms C.Buitendach Tel No: (021) 803 8389

POST 16/360 : **SCHOOL LIBRARY SERVICE OFFICER: CURRICULUM SUPPORT REF NO: 212**
District Office: Metro North Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Parow

REQUIREMENTS : National Senior Certificate (or equivalent) and a Bachelor or National Diploma in Library and Information Science. A valid Driver's licence. 1 year relevant experience in libraries. Knowledge of library and information science matters, national and provincial library policies and legislation, procedures and processes, national and provincial education policies and legislation and National Curriculum Statements. Skills: Organising skills, problem-solving skills, customer care, good interpersonal relations, computer literacy including MS Word, Excel and SLIMS, financial administration skills, ability to work under pressure, language skills in two official languages, communication skills, analytical thinking and conflict management skills.

DUTIES : Implement national and provincial library policies by assisting Head Office EDULIS with the development of policies, developing the district implementation plan for the roll-out of the School Library Policy, conducting information sessions with principals, teachers and district officials, training School Library Coordinators, monitoring implementation of the School Library Policy at school level and reporting on implementation. Manage training and development of School Library Coordinators by conducting training needs analyses, identifying coordinators for training within the district or at the CTLI, planning and preparing training material and support resources, presenting and facilitating targeted library courses, liaising with and developing partnerships with library-based organisations, following up on implementation of training, supporting, monitoring, evaluating and reporting on training interventions, preparing summary reports based on programme evaluations and supporting nominations for professional development and awards. Implement DBE and WCED requirements for special library projects by assisting EDULIS with project planning, managing implementation at district level, liaising with partner organisations, evaluating project roll-out and reporting on implementation. Provide guidance and support to Public Ordinary and Special Ordinary Schools by conducting site visits, advising on appropriate school library models, assisting principals and SGBs with development, design and policy alignment of library models, supporting infrastructure planning, advising on management, administration, staffing, collection development, programmes, advocacy, monitoring and evaluation and compiling regular reports on library services. Promote and support reading and literacy programmes by assisting curriculum and learner support initiatives, facilitating provisioning of library materials, implementing and promoting national and international literacy celebrations, managing partnerships and dissemination of donated library materials and reporting on library services.

ENQUIRIES : Ms M Makena Tel No: (021) 938 3104

POST 16/361 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 218**
District Office: West Coast Education District Office

SALARY CENTRE : R338 106 per annum (Level 07)
Paarl

REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration,

certifications and result related enquiries and execution post-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mark results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repeaters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms S Gqotso Tel No: (021) 860 1568

POST 16/362 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 219**
District Office: West Coast Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Paarl

REQUIREMENTS

: National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES

: Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration, certifications and result related enquiries and execution post-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mark results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repeaters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator

in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms S Gqotso Tel No: (021) 860 1568

POST 16/363 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 180**
District Circuits: Metro East Education District Office: Circuit Team 5

SALARY : R338 106 (Level 07)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc.Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary,

refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Mr A.Magadla Tel No: (021) 900 7093

POST 16/364 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 182**
District Circuits: Eden and Central Karoo Education District Office: Circuit Team 6

SALARY : R338 106 per annum (Level 07)
CENTRE : Oudtshoorn
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc.Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary,

refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Mr H Daniels Tel No: (044) 4729 1681

POST 16/365 : **TRANSPORT CONTROL OFFICER: GG TRANSPORT: LOGISTICAL SUPPORT REF NO: 187**
District Office: Metro East Education District Office

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Kuilsrivier
: National Senior Certificate (or equivalent) and a valid Driver's licence. 6-10 years clerical experience. Knowledge of the Public Service Act and Regulations, PFMA and Treasury Regulations, Department of Transport policies relating to GG Transport, and WCED Acts, policies, circulars, processes and procedures. Skills: Financial skills, interpretation of prescripts, organising and planning, report writing, motivation, interpersonal skills and communication in two official languages.

DUTIES : Monitor, maintain and control the GG fleet at district level by applying and registering new GG users with GMT and providing all relevant documentation, monitoring the motor driver's licences register of all personnel, monitoring all trip authorities and garaging, ensuring drivers have knowledge of prescribed transport circulars, ensuring all trips are recorded in logbooks, verifying toll card systems with trip authorities and registers, ensuring all logbooks are signed off monthly and submitted to Head Office and GMT, verifying expenditure with GMT invoices, compiling and submitting monthly utilisation reports, managing fleet daily, monitoring registers for control purposes, allocating pool vehicles for optimal use, monitoring daily inspections of vehicles after trips, reconciling GG invoices with utilisation reports, liaising with GMT for replacement vehicles, checking damage claims submitted by GMT and submitting to Head Office, ensuring vehicles are roadworthy, serviced, licensed and securely parked, organising services, tyres, batteries and cleaning, coordinating fines, analysing databases for disciplinary follow-up, coordinating accident reporting including SAPD reporting, finalising accident reports, organising breakdown services, obtaining quotations for minor vehicle damages, obtaining reports for GMT and coordinating the submission of log sheets, accident reports, fines and holiday garaging for Public Special School vehicles. Order taxi transport as requested by GMT including collecting, verifying and filing taxi trip authorities and verifying GMT invoices before payment. Administer, verify and monitor the use of rentals including receiving applications for rental cars, collecting and inspecting rental vehicles, entering vehicles into the rental register, opening logbooks and following GG-vehicle procedures up to payment. Supervise employees by allocating duties, performing quality control, advising and leading staff, assessing performance, developing employees, implementing work systems, maintaining discipline and participating in recruitment when required.

ENQUIRIES : Ms M Solomon Tel No: (021) 900 7190

POST 16/366 : **CHIEF HR CLERK: SERVICE BENEFITS REF NO: 230**
Directorate: Service Benefits

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Cape Town
: National Senior Certificate (or equivalent) and 6 years relevant experience. Knowledge of Service benefits processes. Knowledge of Service benefits systems. Knowledge of related prescripts. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. PERSAL. Skills: Numeracy. Literacy. Computer

Literacy. Language skills. Organisational skills. Good written and oral communication skills. Interpersonal skills. Problem solving. Analytical skills. Facilitation and Presentation skills. Demonstrate the ability to use Microsoft Office 365, Microsoft Outlook and PERSAL.

DUTIES

: Supervise and undertake the more complex implementation and maintenance of policies related to the divisions specific field of work. Execute and comply to new and amended departmental policies and procedures. Check and verify that amendments to new policies, as recommended, are implemented. Provide input on the review/amendment on policies. Liaise with other Divisions within HR. Provide assistance with the interpretation and application of policies and prescripts. Responsible for the implementation and compliance to new and amended departmental policies. Supervise and undertake the more complex implementation and maintenance of the administration of the appointment of personnel. Verify all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Check and verify that the transfer of personnel from other government departments is implemented correctly. Ensure the approval of appointments on PERSAL. Check contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Provide progress reports in respect of compliance. Supervise and undertake the more complex implementation and maintenance of salary administration pertaining to the appointment process. Check and verify that all employment appointments received are processed timeously and correctly on PERSAL by screening nomination forms received for contract, substitute, periodical, or permanent Public Service staff and Educators, before approving any transaction on PERSAL captured by HR Clerks. Check that data loaded on PERSAL corresponds with information on file or nomination documents. Ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Ensure the timeous payment of salaries to ensure that all appointments, acting allowances, 37 percent in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Check the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Check if official's appointment date is correct and approve transactions long service payments. Check and verify that the correct banking details are captured. Supervise and undertake the more complex implementation and maintenance of leave administration. Allocate leave forms to HR Clerks for processing. Check leave transactions captured on PERSAL by HR Clerks for accurateness as per the leave application. Deal with all aspects of leave, but especially those applications that have to be dealt with in terms of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Screen applications for temporary incapacity leave to ensure the correctness thereof. Refer PILIR cases to the Health Risk Manager within the prescribed timeframes. Compile and submit recommendation of HRM for approval. Inform employees of the outcome of their applications. Provide advice and guidance to employees on the process and in the completion of application forms. Assist with PILIR training in the Department. Monitor the processing of PILIR cases and manage challenges. Provide input towards the monthly PILIR Report. Report on leave patterns or tendencies that might impact on the service delivery of schools, districts, circuits or Head Office. Deal with enquiries pertaining to all leave entitlements. Prepare submission for special leave, leave without pay and ill-health retirements. Audit leave records in respect of leave gratuities. Compile a leave audit report upon exit. Arrange for payment of leave gratuity where applicable. Amend errors identified during the audit. Check for corrections and implementation of incapacity leave in terms of the PILIR Policy, accurate capturing on PERSAL before submission to HRM. Supervise and undertake the more complex implementation and maintenance of Exit Management. Provide an exit management service to employees exiting the service. Notify employees of the outcome of his or her application, the last day of service and applicable benefits. Quality assure applications before dispatching to staff for processing. Arrange for the payment of leave gratuities, Individual-Linked Savings Facility payments, pro rata service bonus and outstanding salary. Provide statistics to relevant bodies exiting the service. Identify employees due for compulsory retirement and ensure that these employees are informed at least three months in advance about the termination of their services. Check that all necessary administrative processes are duly followed and completed before signing off on Z102's prepared by HR Clerks for pension application to

be submitted online via the Pension System to the Government Employee Pension Fund System. Advising clients on the process and status of their pension application. Check and verify that a clearance certificate for outstanding debt is completed and dispatch to Finance. Check and verify that particulars of debt, as indicated on clearance certificate are captured on PERSAL. Handle queries with regard to exit management and benefits. Keep databases of applications submitted to the GEPF and regularly update such. Provide quarterly report on the status of pension applications. Supervise and undertake the more complex implementation and maintenance with regard to service benefits and conditions of service. Administer all service benefits, but especially with regard to Housing Allowance, Injury on Duty, Overtime, Resettlement costs, all other allowances and salary deductions. Check and verify approval of stop orders in terms of bond repayments. Liaise with employees with regards to a paid up bond. See to the termination of Housing Allowances in cases of retirement or death. See to the finalisation of claims with regard to Injury on Duty. Arrange for payment of medical accounts for Injury on Duty cases. Arrange for payment of resettlement claims. Arrange for payment of overtime claims and all other allowances. Responsible for monitoring of real time databases to ensure tasks are completed accurately and on time. Execute functions pertaining to probation, long service awards, Senior Management Services and Middle Management Service salary structures, general salary adjustments. Report on these cases and note them in registers or systems for these purposes. Supervise human resources or staff. Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/367

: **CHIEF HR CLERK: SERVICE BENEFITS REF NO: 231**
Directorate: Service Benefits

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum (Level 07)
: Cape Town
: National Senior Certificate (or equivalent) and 6 years relevant experience. Knowledge of Service benefits processes. Knowledge of Service benefits systems. Knowledge of related prescripts. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. PERSAL. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Organisational skills. Good written and oral communication skills. Interpersonal skills. Problem solving. Analytical skills. Facilitation and Presentation skills. Demonstrate the ability to use Microsoft Office 365, Microsoft Outlook and PERSAL.

DUTIES

: Supervise and undertake the more complex implementation and maintenance of policies related to the divisions specific field of work. Execute and comply to new and amended departmental policies and procedures. Check and verify that amendments to new policies, as recommended, are implemented. Provide input on the review/amendment on policies. Liaise with other Divisions within HR. Provide assistance with the interpretation and application of policies and prescripts. Responsible for the implementation and compliance to new and amended departmental policies. Supervise and undertake the more complex implementation and maintenance of the administration of the appointment of personnel. Verify all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Check and verify that the transfer of personnel from other government departments is implemented correctly. Ensure the approval of appointments on PERSAL. Check contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Provide progress reports in respect of compliance. Supervise and undertake the more complex implementation and maintenance of salary administration pertaining to the appointment process. Check and verify that all employment appointments received are processed timeously and correctly on PERSAL by screening nomination forms received for contract, substitute, periodical, or permanent Public Service staff and Educators, before approving any

transaction on PERSAL captured by HR Clerks. Check that data loaded on PERSAL corresponds with information on file or nomination documents. Ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Ensure the timeous payment of salaries to ensure that all appointments, acting allowances, 37 percent in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Check the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Check if official's appointment date is correct and approve transactions long service payments. Check and verify that the correct banking details are captured. Supervise and undertake the more complex implementation and maintenance of leave administration. Allocate leave forms to HR Clerks for processing. Check leave transactions captured on PERSAL by HR Clerks for accurateness as per the leave application. Deal with all aspects of leave, but especially those applications that have to be dealt with in terms of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Screen applications for temporary incapacity leave to ensure the correctness thereof. Refer PILIR cases to the Health Risk Manager within the prescribed timeframes. Compile and submit recommendation of HRM for approval. Inform employees of the outcome of their applications. Provide advice and guidance to employees on the process and in the completion of application forms. Assist with PILIR training in the Department. Monitor the processing of PILIR cases and manage challenges. Provide input towards the monthly PILIR Report. Report on leave patterns or tendencies that might impact on the service delivery of schools, districts, circuits or Head Office. Deal with enquiries pertaining to all leave entitlements. Prepare submission for special leave, leave without pay and ill-health retirements. Audit leave records in respect of leave gratuities. Compile a leave audit report upon exit. Arrange for payment of leave gratuity where applicable. Amend errors identified during the audit. Check for corrections and implementation of incapacity leave in terms of the PILIR Policy, accurate capturing on PERSAL before submission to HRM. Supervise and undertake the more complex implementation and maintenance of Exit Management. Provide an exit management service to employees exiting the service. Notify employees of the outcome of his or her application, the last day of service and applicable benefits. Quality assure applications before dispatching to staff for processing. Arrange for the payment of leave gratuities, Individual-Linked Savings Facility payments, pro rata service bonus and outstanding salary. Provide statistics to relevant bodies exiting the service. Identify employees due for compulsory retirement and ensure that these employees are informed at least three months in advance about the termination of their services. Check that all necessary administrative processes are duly followed and completed before signing off on Z102's prepared by HR Clerks for pension application to be submitted online via the Pension System to the Government Employee Pension Fund System. Advise clients on the process and status of their pension application. Check and verify that a clearance certificate for outstanding debt is completed and dispatch to Finance. Check and verify that particulars of debt, as indicated on clearance certificate are captured on PERSAL. Handle queries with regard to exit management and benefits. Keep databases of applications submitted to the GEPF and regularly update such. Provide quarterly report on the status of pension applications. Supervise and undertake the more complex implementation and maintenance with regard to service benefits and conditions of service. Administer all service benefits, but especially with regard to Housing Allowance, Injury on Duty, Overtime, Resettlement costs, all other allowances and salary deductions. Check and verify approval of stop orders in terms of bond repayments. Liaise with employees with regards to a paid up bond. See to the termination of Housing Allowances in cases of retirement or death. See to the finalisation of claims with regard to Injury on Duty. Arrange for payment of medical accounts for Injury on Duty cases. Arrange for payment of resettlement claims. Arrange for payment of overtime claims and all other allowances. Responsible for monitoring of real time databases to ensure tasks are completed accurately and on time. Execute functions pertaining to probation, long service awards, Senior Management Services and Middle Management Service salary structures, general salary adjustments. Report on these cases and note them in registers or systems for these purposes. Supervise human resources or staff. Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff.

		Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 16/368</u>	:	<u>PERSONAL ASSISTANT: DISTRICT DIRECTOR REF NO: 235</u> District Office: Overberg Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Caledon National Senior Certificate (or equivalent) and a Secretarial Diploma or equivalent qualification (1 year post matric qualification). 3 years experience in rendering a support service to senior management. Knowledge on the relevant legislation, policies, prescripts and procedures. Basic knowledge of financial administration. Skills: Language skills and the ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Provides a secretarial / receptionist support service to the manager. Receives telephone calls requiring discretion in directing calls. Performs advanced typing work. Operates and ensures office equipment is in good working order. Records engagements of the senior manager. Uses discretion to manage meeting requests based on importance and urgency. Coordinates with and advises the manager on engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow and safekeeping of information. Obtains, inputs, collates and compiles reports including progress, monthly and management reports. Scrutinizes routine submissions and makes notes or recommendations. Responds to enquiries from stakeholders. Drafts documents and files records. Coordinates travel arrangements. Prioritizes issues in the manager's office. Manages leave register and telephone accounts. Handles procurement of standard items. Provides support regarding meetings. Determines required actions and documents for meetings. Compiles documents to inform the manager. Records minutes and decisions and follows up on progress. Prepares brief notes. Coordinates logistical arrangements. Supports administration of the manager's budget. Coordinates documents related to the budget. Assists with funding requirements for MTEF submissions. Keeps records of expenditure commitments and monitors expenditure. Checks BAS reports for correct allocation. Identifies need for fund shifts and drafts memos. Compares MTEF allocation with requested budget and informs the manager. Studies relevant Public Service and departmental prescripts and ensures proper understanding. Remains up to date with policies and procedures applicable to the work terrain and the office of the manager.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7301
<u>POST 16/369</u>	:	<u>CARE AND SUPPORT OFFICER (HIV/AIDS AND TB AND LIFE SKILLS EDUCATION PROGRAMME): LEARNER SUPPORT REF NO: 237</u> District Office: Metro East Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Kuilsrivier National Senior Certificate (or equivalent) and a three-year relevant qualification in Education, Health or Social Sciences. 1 year relevant administrative experience and a valid Driver's Licence. Knowledge and Understanding of national HIV/AIDS and TB policy, knowledge of Life Skills and Life Orientation, understanding of financial and supply chain management processes including the PFMA and knowledge of departmental education policies, procedures and practices. Skills: Computer literacy including Excel and MS Word, financial administration and budgeting skills, report writing skills, sound organisation and planning skills, facilitation skills, communication skills, basic knowledge and information management skills and language proficiency in two official languages of the Western Cape Government.
<u>DUTIES</u>	:	Coordinate and facilitate advocacy and social mobilisation programmes within the district according to the Conditional Grant Framework and DORA for HIV/AIDS, TB and Life Skills Education by implementing advocacy

interventions related to prevention of learner pregnancies, substance abuse, HIV/AIDS and TB, reporting on these interventions, assisting public schools with planning and implementation of social mobilisation interventions such as World AIDS Day commemorations, liaising with Head Office regarding funding of interventions, monitoring spending of allocated funds per intervention, ensuring that all claims are submitted timeously and reporting monthly, quarterly and annually to the Head of Learner Support and Head Office. Facilitate and coordinate training and development regarding HIV/AIDS and TB programmes by being responsible for training and development of teachers and learners within the education district, ensuring interventions are rolled out according to the nationally approved business plan, arranging training interventions including venues, catering, time frames, attendance registers and submission of claims, ensuring district training plans incorporate HIV/AIDS and TB programmes and reporting back to the Head of Learner Support and Head Office on training interventions. Assist with coordination and facilitation of co-curricular activities within the district by implementing national and provincial co-curricular activities such as Peer Education and Soul Buddyz programmes and monitoring and reporting on co-curricular activities and related financial processes. Be responsible for implementation of care and support within the district according to the Conditional Grant Framework and DORA by assisting with recruitment and selection of Care and Support Assistants at identified public schools, collating and submitting documentation to Head Office for appointments, monitoring and reporting on the functioning of Care and Support Assistants within public schools, monitoring functioning of the Orphans and Vulnerable Children programme, reporting on OVC programmes and overseeing implementation of the Care and Support for Teaching and Learning Strategy. Coordinate and facilitate provisioning of Learning and Teaching Support Material by assisting with provisioning of LTSM to public schools, monitoring provisioning and reporting to Head Office on whether all schools received LTSM. Support and monitor the HIV/AIDS, TB and Life Skills Education Programme within public schools by ensuring implementation in line with national and provincial prescripts and monitoring and reporting quarterly and monthly to Head Office.

ENQUIRIES

: Ms O Rustin Tel No: (021) 900 7187

POST 16/370

: **ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT REF NO: 254**
District Office: Cape Winelands Education District Office

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)
: Worcester
: National Senior Certificate (or equivalent) and 1 year clerical or administrative experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Labour relations. Financial management. Project planning. Skills: Interpret and apply relevant policies and procedures. People resource planning. Problem solving. Sound budgeting. Facilitation. Presentation. Communication. Analytical skills. Computer literacy.

DUTIES

: Implement and administer the Workplace Skills Plan at district level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up to date, accurate and thorough. Assist the DCES People Management with the compilation of training reports ensuring alignment with SETA requirements. Administer the training and professional development plan at district level. Administer the process regarding the identification and nomination of candidates and participants for in service training courses. Administer the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Administer the roll out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD MS. Assist in the administration and monitoring of professional participation at school level in line with Professional Growth Plans School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to professional development points of teachers are captured accurately and are relevant per district intervention. Compile submissions of district interventions for CPTD MS from district components for SACE

endorsement. Provide administrative support to teachers or refer them to relevant support systems regarding participation in the CPTD Management System and professional development uptake. Administer and monitor the National Teaching Awards process at district level. Compile monthly quarterly and annual reports for WCED and CTLI relating to training interventions. Assist with the monitoring and administration of the Staff Performance Management Systems at district and school level. Assist in the administration and dissemination of performance management training information. Schedule and plan performance management events and activities aligning plans and timetables with Head Office structures and assist in compiling progress reports. Assist with administrative and operational support for alignment of individual and district performance plans. Assist with communication dissemination and gathering of information on performance management implementation trends and report to supervisor. Administer and file personal development plans skills development programmes and performance related management processes and assist in identifying gaps and overlaps. Develop implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS including IPDP quarterly review forms appraisal certificates and circulars. Render support and advice to district management regarding the Employee Assistance Programme. Facilitate mediation of policies procedures and guidelines and provide support to staff on interpretation of the EAP policy through workshops and information sessions. Assist with provision of information on appropriate health welfare and psychosocial facilities support and counselling services. Draft letters and progress or status reports as required in terms of prescripts and policies. Perform supervisory functions attached to the post. Provide general supervision of employees. Allocate duties and conduct quality control of work delivered. Advise and lead employees in all aspects of work. Assess staff performance. Develop employees to deliver work at required standards efficiently and effectively. Develop implement and monitor work systems and processes. Manage and promote maintenance of discipline. Participate in recruitment and selection where required.

ENQUIRIES

: Mr B Jacobs Tel No: (023) 348 4660

POST 16/371

: **HR OFFICER: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION: ESTABLISHMENTS REF NO: 275**

Directorate: Recruitment and Selection

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)

: Cape Town

: National Senior Certificate, or equivalent and a relevant, post-school Diploma. 3 years' relevant experience. Driver's license (excluding A/A1). Knowledge: Thorough knowledge of establishment functions on PERSAL. Good command of MS Office. Skills: Diplomacy, Networking, Communication, Negotiation, Problem-solving, Computer literacy, Language proficiency (at least 2 of the 3 official Western Cape languages).

DUTIES

: List and monitor all applications for contract, substitute and acting and permanent appointments. Write submissions for the approval of contract, substitute and acting posts. Create, amend and abolish posts on PERSAL, in line with the approved establishment. Reserve posts for appointments. Write submissions and letters regarding official requests for transfers. Reserve posts for advertising. Continuous training for PERSAL staff within the department. Administer the annual establishment adjustments. Administer excess staff profiles on PERSAL. Provision of statistical data and PERSAL information to various managers and role-players. Receive and process Exception Reports on establishment issues. Administer establishment administration.

ENQUIRIES

: Ms M Mocke Tel No: (021) 467 9278

POST 16/372

: **ADMINISTRATIVE SUPPORT OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 244**

District Office: Cape Winelands Education District Office

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)

: Worcester

: National Senior Certificate (or equivalent) and 1 year post matric qualification. 3-5 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of

relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills, for example workshops, conferences, events. Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (information platforms). Function as a team member.

DUTIES

: Render line administrative support services. Management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/sensitize the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the information systems for management and governance projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Management and Governance Component through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ministerial enquiries referred to the Management and Governance Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Management and Governance Component. Assist the Head Management and Governance in the analysis of business reports. Draft progress reports on all plans. Keep detail records of public schools management and governance performance. Provide support to the Unit for supply chain management. Coordinate evidence/supporting documents for the Management and Governance Component. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services. Arrange for the placement of project related items on the agenda of meetings chaired by the Head Management and Governance, and to ensure circulation of accompanying memoranda. Manage the procurement of standard items like stationary, refreshments etc. for the Management and Governance Component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise with regard to administrative matters. Keep updated on WCED school online systems including, but not limited to, SAMI, CEMIS and Eduinfosearch. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Management and Governance Component. Compile reports and submissions on request.

ENQUIRIES

: Mr B Jacobs Tel No: (023) 348 4660

POST 16/373

: **ADMINISTRATION CLERK REF NO: 178**
District Circuits: Eden And Central Karoo Education District Office: Circuit Team 3

SALARY CENTRE

: R237 453 per annum (Level 05)
: George

<u>REQUIREMENTS</u>	:	National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties where applicable. Assist with office support duties within the circuit. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detailed records of the CM's school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr T.Bango Tel No: (044) 803 8303
<u>POST 16/374</u>	:	<u>ADMINISTRATION CLERK REF NO: 179</u> District Circuits: West Coast Education District Office: Circuit Team 3
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Vredenburg
<u>DUTIES</u>	:	Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the Purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component.
<u>ENQUIRIES</u>	:	Ms N Gaika Tel No: (022) 482 2737
<u>POST 16/375</u>	:	<u>SCM CLERK: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: 191</u> District Office: Metro South Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Mitchells Plain
<u>DUTIES</u>	:	Render asset management clerical support including compiling and maintaining records such as asset records and databases, checking and issuing furniture, equipment and accessories to components and individuals, identifying redundant, non-serviceable and obsolete equipment for disposal

and verifying inventories and the asset register. Render demand and acquisition clerical support including receiving and logging requisitions on LOGIS and adjudications, requesting and receiving quotations, capturing specifications on the electronic purchasing system, placing orders, issuing and receiving bid documents, providing secretariat or logistical support during bid consideration and contract conclusion processes and compiling draft documents as required. Render logistical support services including receiving and verifying goods from suppliers, capturing goods in registers and databases, receiving requests for consumables from end users, issuing consumables to end users and maintaining consumable registers.

- ENQUIRIES** : Mr A.Engel Tel No: (021) 370 2076
- POST 16/376** : **ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 195**
District Office: Metro Central Education District Office
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge of clerical duties and practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills including MS Word and Excel. Planning and organisation. Language skills in two official languages. Good verbal and written communication skills. Interpersonal skills.
- DUTIES** : Render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data, updating registers and statistics, handling routine enquiries, making photocopies and receiving or sending facsimiles, distributing documents and packages to stakeholders as required, keeping and maintaining the filing system for the component, typing letters or other correspondence when required and keeping and maintaining the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component by liaising with internal and external stakeholders regarding procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items, managing stock control of office stationery and keeping and maintaining the asset register of the component. Provide personnel administration clerical support services within the component by maintaining a leave register, keeping and maintaining personnel records, keeping and maintaining the attendance register and arranging travelling, accommodation and booking of venues. Provide financial administration support services in the component by capturing and updating expenditure, checking the correctness of subsistence and travel claims of officials and submitting them to the Curriculum Support Manager for approval and handling telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms N Awaldien Tel No: (021) 514 6700
- POST 16/377** : **REGISTRY CLERK: HR REGISTRY REF NO: 232**
Directorate: Service Benefits
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent. Knowledge of Organisation and structure of WCED/Head Office, Boundaries of the Head Office/EMDC, Guidelines and policies of WCED, Archives Act and related Treasury Instructions and Regulations governing Registry, Knowledge of and ability to handle cheques. Skills: Language proficiency, Communication, Interpersonal relations/teamwork, Ability to interpret and apply policies and guidelines, Co-ordinate work.
- DUTIES** : The classification of records in accordance with a system that best serve the needs of the Department. The proper maintenance and application of an approved filing system; The proper filing of records. Receipt and flow of documentation internally and externally: The receipt and opening of mail; The sorting of mail; The distribution of cheques, salary advices, FMS statements and recording thereof; Franking of mail; Make files available on request; Tracing / locating of files, Pending of files, Dispatching of outgoing mail. Store and maintain records as well as the disposal of closed records: The

safekeeping of records, obtain authorisation to dispose or transfer records;
Control access to records.
ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/378 : **REGISTRY CLERK: FINANCIAL ACCOUNTING: SALARIES: SALARY SUPPORT REF NO: 233**
Directorate: Division: Salary Administration

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Cape Town
: National Senior Certificate (or equivalent). Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms S Dlamini Tel No: (021) 467 2739

POST 16/379 : **REGISTRY CLERK: FINANCIAL ACCOUNTING: SALARIES: SALARY SUPPORT REF NO: 234**
Directorate: Division: Salary Administration

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Cape Town
: National Senior Certificate (or equivalent). Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process

documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
Ms S Dlamini Tel No: (021) 467 2739

ENQUIRIES

POST 16/380

ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 252
District Office: Cape Winelands Education District Office

SALARY

CENTRE

REQUIREMENTS

R237 453 per annum (Level 05)
Worcester
National Senior Certificate (or equivalent) and 6-11 months relevant clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.

DUTIES

Assist with the implementation and administration of the Workplace Skills Plan (WSP) at district level. Provide clerical support with the obtaining of training needs. Assist with the logistical arrangements in respect of the implementation of the Workplace Skills Plan. Provide support to the Administrative Officer in the drafting of the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with logistical arrangements in respect of arranging District Skills Development Committee meetings. Assist the Administrative Officer with the collation and compilation of training reports. Be responsible for the filing of all documents according to the approved file plan. Render clerical support with the coordination and facilitation of the training and professional development plan at district level. Assist with the administration processes regarding the identification and nomination of candidates and participants for in-service training courses. Assist with the administration processes regarding the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Assist with administration processes with regard to the roll-out of the professional development plan and checking it against the approved budget. Provide clerical support with the implementation including advocacy and training of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Provide clerical support in the administration processes regarding the monitoring of professional participation at school level in line with Professional Growth Plans and School Improvement Plans and WCED Professional Development Priorities. Check that all data pertaining to the professional development points of all teachers are captured accurately and that the information recorded is relevant per district intervention. Assist with the provisioning of support to teachers or refer them to the relevant support systems regarding participation in the CPTD Management System and professional development uptake. Provide clerical support with the administration of the National Teaching Awards process at district level. Assist with the administration of monthly, quarterly and annual reports for WCED and CTLI including training interventions relating to the District Professional Development Plan. Be responsible for the filing of all correspondence and documentation according to the district file plan. Render clerical support with the administration of Staff Performance Management Systems at district level. Assist in the administration of performance management training and information dissemination within the district and at school level. Assist with the scheduling and planning of performance management events and activities aligning the performance management plan and timetables with that of the Head Office performance management structure. Assist with the communication and dissemination of information on the performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to the supervisor. File all documents relating to the Staff Performance Management System including Individual Performance Development Plans, quarterly review forms, appraisal certificates and circulars in line with the district file plan.

ENQUIRIES

Mr B Jacobs Tel No: (023) 348 4660

POST 16/381

ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 253
District Office: Cape Winelands Education District Office

SALARY

R237 453 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Worcester
	:	National Senior Certificate (or equivalent) and 6-11 months relevant clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.
<u>DUTIES</u>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) at district level. Provide clerical support with the obtaining of training needs. Assist with the logistical arrangements in respect of the implementation of the Workplace Skills Plan. Provide support to the Administrative Officer in the drafting of the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with logistical arrangements in respect of arranging District Skills Development Committee meetings. Assist the Administrative Officer with the collation and compilation of training reports. Be responsible for the filing of all documents according to the approved file plan. Render clerical support with the coordination and facilitation of the training and professional development plan at district level. Assist with the administration processes regarding the identification and nomination of candidates and participants for in-service training courses. Assist with the administration processes regarding the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Assist with administration processes with regard to the roll-out of the professional development plan and checking it against the approved budget. Provide clerical support with the implementation including advocacy and training of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Provide clerical support in the administration processes regarding the monitoring of professional participation at school level in line with Professional Growth Plans and School Improvement Plans and WCED Professional Development Priorities. Check that all data pertaining to the professional development points of all teachers are captured accurately and that the information recorded is relevant per district intervention. Assist with the provisioning of support to teachers or refer them to the relevant support systems regarding participation in the CPTD Management System and professional development uptake. Provide clerical support with the administration of the National Teaching Awards process at district level. Assist with the administration of monthly, quarterly and annual reports for WCED and CTLI including training interventions relating to the District Professional Development Plan. Be responsible for the filing of all correspondence and documentation according to the district file plan. Render clerical support with the administration of Staff Performance Management Systems at district level. Assist in the administration of performance management training and information dissemination within the district and at school level. Assist with the scheduling and planning of performance management events and activities aligning the performance management plan and timetables with that of the Head Office performance management structure. Assist with the communication and dissemination of information on the performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to the supervisor. File all documents relating to the Staff Performance Management System including Individual Performance Development Plans, quarterly review forms, appraisal certificates and circulars in line with the district file plan.
<u>ENQUIRIES</u>	:	Mr B Jacobs Tel No: (023) 348 4660
<u>POST 16/382</u>	:	<u>ADMINISTRATION CLERK: LEARNER TRANSPORT SCHEMES REF NO: 265</u> Directorate: Learner Transport Schemes
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate, or equivalent. Knowledge: Procurement systems, financial systems, administrative processes. Skills: Communication skills. Computer literacy skills.
<u>DUTIES</u>	:	Provide general administrative support to line functionaries: Provide financial administrative services for the directorate, entailing: Registration of contractors on the BAS system. Capture all payments on BAS. Deal with all financial enquiries. Request reports on BAS. Maintain database of all payments to

		Contractors, African & Schools. Assist in budget control, including weekly & monthly monitoring.
<u>ENQUIRIES</u>	:	Ms K Lackay Tel No: (021) 467 2327
<u>POST 16/383</u>	:	<u>ADMINISTRATION CLERK: EMPLOYEE HEALTH AND WELLNESS REF NO: 272</u> Directorate: Strategic People Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Cape Town National Senior Certificate, or equivalent. Knowledge of Employee Health and Wellness related process. Knowledge of Employee Health and Wellness related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy Other Planning and organisation, Good verbal and written communication skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Ability to analyse, conceptualise and interpret policy.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies, receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Render clerical support with EHW meetings. Render clerical support with EHW reports. Render clerical support with special projects of the EHW. Assist with advocacy of the programme. Provide financial administration support services in the component: Capture and update expenditure in component. Obtain invoices from service providers and compile payment packs. Confirmation of payment of invoices. Assist with monthly service level agreement (SLA) tracking. Check budget monitoring and expenditure reports. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr R Oosthuizen Tel No: (021) 467 2480
<u>POST 16/384</u>	:	<u>ADMINISTRATION CLERK: LEADERSHIP DEVELOPMENT AND TRAINING REF NO: 273</u> Directorate: Strategic People Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Cape Town National Senior Certificate, or equivalent. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy, Literacy, Language skills, Computer Literacy Other Planning and organisation, Good verbal and written communication skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Ability to analyse, conceptualise and interpret policy.
<u>DUTIES</u>	:	Render clerical support in the implementation of Workplace Skills Plan (WSP) and Management and Leadership Development Programme (MLDP) interventions: Record keeping of all Psychosocial Leadership support

interventions and MLDP related administration (Training related data and record keeping of attendance registers, per financial year payments, submissions, memos, etc.). Record keeping of training plans and filing. Render WSP and training plans administration (submission, printing, packaging, safeguarding, Sector Education and Training Authority (SETA) records, etc.). Capture SETA related data pertaining to the WSP and Annual Training Report (ATR) for the respective financial years. Capture the Quarterly Monitoring Reporting (QMR). Collect WSP stakeholder and provide QMR documents on a quarterly basis for compliance and review. Provide clerical support with the compilation of the departmental QMR per quarter to SETA for review. Capture quarterly training data for QMR & ATR records (database), and Department of Basic Education (DBE) quarterly skills development reports. Provide clerical support with the Head Office Skills Development Committee (HOSDC) Programme. Provide clerical support with the facilitation of the rollout of interventions, skills development related meetings, Provincial Training Institute (PTI) booking interventions and assist with regards to guidance to stakeholders. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send documents. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render clerical support in the placement and interview process of interns/learnerships (Including Premier's Advancement of Youth (PAY) interns): Create and update database of PAY Interns for the WCED. Coordinate intern's training and organise mentor meetings. Report quarterly. Render clerical support regarding the Recognition of Improved Qualifications (RIQ): Assist with updating the RIQ list: Assist with all RIQ queries, write, and respond to applicants. Assist with the compilation of the report to be submitted to Department of Public Service Administration (DPSA). Liaise with Service Benefits for the processing and the safe keeping thereof. Provide application outcome timeously. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Keep and maintain capacity development records in the component. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture, compile and maintain documents/ records of all payments made for the component. Submit to Finance all payments monthly. Report monthly and quarterly.

- ENQUIRIES** : Mr R Oosthuizen Tel No: (021) 467 2480
- POST 16/385** : **DRIVER/MESSENGER: LOGISTICAL SUPPORT REF NO: 186**
District Office: Metro Central Education District Office
- SALARY CENTRE REQUIREMENTS** : R201 093 per annum (Level 04)
: Maitland
: Grade 10 and a valid Driver's licence. 7-12 months relevant experience. Knowledge of the area in which the functions will be performed; basic safety precautions; geographic locations of the district and district clients; basic mechanical knowledge and understanding of work in the registry. Skills: Driving. Basic communication skills. Language skills in two official languages. Writing skills. Ability to operate reprographic machinery. Planning and scheduling routes.
- DUTIES** : Render a driver service including driving light and medium motor vehicles to transport passengers and deliver mail, documents, petty cash and goods, performing routine maintenance on the allocated vehicle, reporting defects timely and completing prescribed records and logbooks for the vehicle and goods handled. Render a messenger service including collecting and delivering documentation and related items in the district, copying and faxing documents and assisting in the registry.
- ENQUIRIES** : Ms L Mulder Tel No: (021) 514 6955

<u>POST 16/386</u>	:	<u>HANDYMAN: LOGISTICAL SUPPORT REF NO: 188</u> District Office: Metro North Education District Office
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	Grade 10 and 6 months relevant experience. Basic knowledge of electrical maintenance including replacing bulbs and plugs, basic knowledge of plumbing, carpentry and machinery, basic knowledge of building maintenance, OHS requirements and handling of machinery and equipment. Skills: Writing, reading and numeracy skills. Communication skills. Practical skills. Skills to operate machinery and equipment.
<u>DUTIES</u>	:	Maintenance of buildings including conducting regular building and ground inspections and reporting to the Chief Administration Clerk (Facilities), attending to minor electrical, plumbing and carpentry problems and performing general repairs. Maintenance of office, garden equipment, machinery and furniture including repairing broken furniture, machinery and equipment, assessing and reporting defects, compiling lists of material requirements for repairs, safekeeping of maintenance tools and supplies and maintaining stock registers. Maintaining the garden and outside areas including watering the garden, cleaning gutters, furrows and drains, pruning and trimming flowers and trees, mowing the grass, removing weeds and garden refuse, applying insecticides and poisons, cultivating soil for trees and flowers, maintaining gardening equipment and tools, detecting and reporting malfunctioning of gardening equipment and tools, repairing minor defects, requesting maintenance material and keeping and maintaining stock registers. Performing general assistant work including loading and offloading furniture, equipment and goods, cleaning government vehicles, cleaning workstations and offices, preparing and cleaning venues and raising or lowering the South African flag.
<u>ENQUIRIES</u>	:	Ms Z Van Schoor Tel No: (021) 938 3144
<u>POST 16/387</u>	:	<u>PHOTOCOPY OPERATOR: LOGISTICAL SUPPORT REF NO: 190</u> District Office: Metro South Education District Office
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	Grade 8. Knowledge of Departmental policies and procedures regarding reprographic services, knowledge of relevant legislation such as Occupational Health and Safety and understanding of work in registry. Skills: Basic numeracy and literacy. Ability to operate reprographic machinery. Language skills in two official languages. Communication skills. Writing skills. Organising skills. Interpersonal skills.
<u>DUTIES</u>	:	Operate photocopier machines in adherence to Occupational Health and Safety Act requirements, make photocopies for staff, report malfunctioning machines to the supervisor, keep records of machine activities and meter readings, scan documents, bind and laminate documents, deliver photostats to designated destinations and compile monthly printing reports per user based on pin codes. Provide counter service by receiving request forms and documents, recording documents in a register, contacting clients or delivering documents when ready and attending to counter queries. Perform minor maintenance on photocopier machines by identifying, recording and arranging repair of defects, enforcing maintenance contractual agreements, arranging servicing or repairs, arranging installation or relocation of machinery and undertaking general maintenance and cleaning of the machine. Make requisitions for photocopying materials by ensuring secure storage of materials and equipment and arranging re-ordering of copy paper, staples and toners.
<u>ENQUIRIES</u>	:	Mr A.Engel Tel No: (021) 370 2076