

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)**

<u>APPLICATIONS</u>	:	Applications must be submitted by using the following URL https://www.westerncape.gov.za/education via Google Chrome or Mozilla Firefox.
<u>CLOSING DATE</u>	:	31 July 2026
<u>NOTE</u>	:	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

<u>POST 25/541</u>	:	<u>DEPUTY DIRECTOR REF NO: 293</u> Directorate: Examination Registration and Certification
<u>SALARY</u>	:	R932 292 per annum (Level 11), All-inclusive package to be structured in accordance with the rules for MMS.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate (or equivalent) and an appropriate Bachelors' degree or equivalent. A minimum of 3 years' management experience. A valid driver's licence (excluding code A/A1) Knowledge: Knowledge of Examination policies and regulations; policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; inter-governmental relations; Policy Development; Project management. Skills: Strategic Management; Strong conceptual and formulation; leadership, with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal.
<u>DUTIES</u>	:	Managing of the certification process: Issuing certificates to full-time learners. Issuing certificates to part-time learners (combinations). Manage the releasing of results: Manage the testing of result programmes. Manage the process of addressing outstanding / missing marks. Manage the remarking process. Manage the verification of results / certification. Manage client enquiries: Ensure all enquiries are addressed effectively. Analyse enquiry reports to ascertain areas of improvement. Manage and co-ordinate the examination registration process: Entry forms for the registration of candidates. Registration of the exam and designated centres. Registration of invigilators. Manage compilation of Examination Circulars and Minutes. Management of Human Resources and Finance: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation

of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Perform all the managerial tasks regarding the component. Transformation Management. Give strategic direction to and manage policy issues regarding the functions of the components under his/her command. Communicate on a managerial level regarding the functions of the component. Manage the budget of the sub-directorate. Provide input to Directorate's budgets.

ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/542 : **ASSISTANT DIRECTOR: PERFORMANCE AND ETHIC ADMINISTRATION, REF NO: 301**
Directorate: Strategic People Management

SALARY : R487 197 per annum (Level 09)
CENTRE : cape town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge: Knowledge of people management and ethics administration related process. Knowledge of people management and ethics administration related systems. Knowledge of related prescripts. Knowledge of performance management systems. 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. Skills: Numeracy. Literacy. Language skills. Computer literacy. Project management. Ability to analyse, conceptualise and interpret policy. Conflict resolution. Presentation. Problem solving. Analytical thinking. Communication written and verbal. Report writing skills.

DUTIES : Operationalise, coordinate and administer the pay progression, grade progression and other performance related incentives (SL 1-12 and Educators). Manage the process for the identification of all relevant employees in terms of Education Management Service (EMS), Performance Management and Development System (PMDS), Quality Management System (QMS), Staff Performance Management and Development System (SPMDS) and relevant Occupation Specific Dispositions (OSDs) who are eligible for pay progression. Provide guidance in the preparation of a database of all who are eligible for pay progression and request Personnel and Salary system (PERSAL) user support for a programmatic finalisation of the pay progression. Provide guidance in the creation of a database of all employees in terms of SPMDS eligible for performance related incentives and quality assure the information for transaction purposes. Manage the process for the identification of all relevant employees eligible for grade progression, determine relevant dates and financial implications where applicable, and quality assure the information for transaction purposes. Operationalise and report on compliance to E-Disclosures. Manage the process for the identification of designated employees to disclose their financial information. Develop and disseminate communicate to ensure compliance. Plan, develop, facilitate and provide capacity building interventions to designated employees. Analyse and report on compliance and recommend actions where there are transgressions. Ensure that relevant information is prepared for disciplinary action where there are transgressions. Follow up and maintain a database of all transgressions for audit purposes. Coordinate the verification process. Report to the Department of Public Service and Administration, Public Service Commission and other relevant statutory bodies. Facilitate the implementation and reporting on life-style audits within the department in accordance to prescripts. Provide capacity building with regards to ethics administration. Provide guidance to line managers and employees on the compilation of performance agreements (SL 1-12) on PERMIS. Advise and guide and support line managers and individuals on the compilation of performance agreements on PERMIS. Quality assure reports on compliance rates for oversight and moderation purposes. Consolidate and provide capacity building interventions in this regard. Provide guidance and advice regarding performance management policies and systems (SL 1-12). Quality assure SPMDS documents including performance agreements and reviews. Manage the administrator function on the performance management systems (PERMIS) (SL 1-12) by overseeing the

administrator function, providing troubleshooting solutions and coordinating and handling queries relating to the performance management system. Develop and conduct capacity building interventions relating to performance management system. Operationalise the performance evaluation processes (SL 1-12). Facilitate the establishment and appointment of moderation committee members. Provide guidance and advice throughout the performance moderation process. Oversee the recording of outcomes of all performance moderation processes. Coordinate the compilation of reports on performance management including trends relating to training needs and development gaps identified. Operationalise the probation processes (SL 1-12 and educators). Ensure the establishment and maintenance of a database of all employees on probation. Manage the requesting of probationary reports on a quarterly basis. Quality assure relevant documentation for probations to be confirmed. Advise the Performance Management and Advisory Services component where probationary periods are extended. Operationalise and report on compliance to Remunerative Work Outside of the Public Service (RWOPS). Develop and disseminate communicate to highlight the importance of RWOPS completion. Manage the process to obtain approval for RWOPS applications. Draft relevant reports regarding RWOPS applications and approvals. Quality assure information provided against relevant sources such as the Companies and Intellectual Property Commission. Consolidate relevant information for disciplinary action where there are transgressions. Ensure the establishment and maintenance of a database of all transgressions for audit purposes. Provide information to relevant role-players on RWOPS applications and statuses. 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 or her command.

ENQUIRIES

: Mr R Oosthuizen Tel No: (021) 467 2480

POST 25/543

: **ASSISTANT DIRECTOR REF NO: 302**
Directorate: Assessment And Examination Systems Support

SALARY **CENTRE** **REQUIREMENTS**

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate (or equivalent) and a relevant Bachelors` Degree. A valid driver's licence (excluding codes A/A1). 3-5 years` relevant experience in the information systems field. Experience in the field of examination and/or assessment is a recommendation. Knowledge: Public Service legislation, including POPI, PAIA, PAJA; Advanced knowledge of the policies and processes governing Examinations and Assessments (National and Provincial); Advanced knowledge of the relevant policies and prescripts relating to information systems and data governance; Advanced knowledge of information systems, ICT and data governance; Management and people management principles; Project management. Skills: Computer literacy; People management and empowerment; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation skills; Analytical skills; Project management; Operational planning; Innovation; Diagnostic skills; Conceptual skills.

DUTIES

: Coordinate the development, implementation and review of policies to govern examination and assessment information systems: Analyse existing policies and prescripts that impact on examination and assessment information systems; Draft or update policy; Consult proposed policy with all relevant stakeholders; Distribute approved policy to relevant stakeholders; Monitor and report on the implementation of the policy. Coordinate and monitor the development of new assessment and examinations systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA: Assist with and contribute to the analysis of context and creation of the business case to motivate the development of the system; Create specifications for the proposed system; Facilitate the procurement process; Work closely with vendors (including Ce-I and SITA) to coordinate the development of the system. Coordinate the governance of examination and assessment systems, including the Change Control Board: Coordinate the setting up of a Change Control Board for each system; Coordinate the development of procedural guidelines for the Change Control Boards; Participate in and contribute to the Change Control Board meetings;

Coordinate the implementation of recommendations and actions approved by the Change Control Boards. Monitor and report on the implementation of examination and assessment systems. Coordinate and oversee assessment and examinations user management services: Review, update and maintain examination and assessment system information; Coordinate the provision of end-user support; Coordinate the system administration functions; Coordinate and perform system health checks; Monitor and report on system issues; Organise and conduct system training in collaboration with relevant stakeholders (e.g., CTLI, SITA, National); Monitor and report on assessment and examinations user management services. Coordinate and oversee assessment and examinations training, capacity building and knowledge-sharing practices: Organise the provision of support for the training for National examination and assessment systems; Organise the provision of support for the implementation and roll-out of National examination and assessment systems; Coordinate training for Provincial examination and assessment systems; Organise the provision of support to end-users within the Chief Directorate; Actively promote the sharing of knowledge and information with relevant stakeholders in the examinations and assessment operations; Monitor and report on training, capacity building and knowledge-sharing practices. Coordinate the Disaster Recovery Plan for the Chief Directorate in respect of examination and assessment systems in collaboration with relevant stakeholders, which includes: Coordinate the Chief Directorate's planning of different disaster scenarios; Coordinate the Chief Directorate's development of recovery plans; Coordinate awareness creation about disaster recovery within the Chief Directorate; Coordinate and oversee the backup of the Chief Directorate's data; Monitor and report on the Disaster Recovery Plan. People Management: 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.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2541

POST 25/544 : **ASSISTANT DIRECTOR REF NO: 303**
Directorate: Assessment And Examination Systems Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a relevant Bachelors` Degree. A valid driver's licence (excluding codes A/A1). 3-5 years' relevant experience in the information systems field. Experience in the field of examination and/or assessment is a recommendation. Knowledge: Public Service legislation, including POPI, PAIA, PAJA; Advanced knowledge of the policies and processes governing Examinations and Assessments (National and Provincial); Advanced knowledge of the relevant policies and prescripts relating to information systems and data governance; Advanced knowledge of information systems, ICT and data governance; Management and people management principles; Project management. Skills: Computer literacy; People management and empowerment; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation skills; Analytical skills; Project management; Operational planning; Innovation; Diagnostic skills; Conceptual skills.

DUTIES : Coordinate the development, implementation and review of policies to govern examination and assessment information systems: Analyse existing policies and prescripts that impact on examination and assessment information systems; Draft or update policy; Consult proposed policy with all relevant stakeholders; Distribute approved policy to relevant stakeholders; Monitor and report on the implementation of the policy. Coordinate and monitor the development of new assessment and examinations systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA: Assist with and contribute to the analysis of context and creation of the business case to motivate the development of the system;

Create specifications for the proposed system; Facilitate the procurement process; Work closely with vendors (including Ce-I and SITA) to coordinate the development of the system. Coordinate the governance of examination and assessment systems, including the Change Control Board: Coordinate the setting up of a Change Control Board for each system; Coordinate the development of procedural guidelines for the Change Control Boards; Participate in and contribute to the Change Control Board meetings; Coordinate the implementation of recommendations and actions approved by the Change Control Boards. Monitor and report on the implementation of examination and assessment systems. Coordinate and oversee assessment and examinations user management services: Review, update and maintain examination and assessment system information; Coordinate the provision of end-user support; Coordinate the system administration functions; Coordinate and perform system health checks; Monitor and report on system issues; Organise and conduct system training in collaboration with relevant stakeholders (e.g., CTLI, SITA, National); Monitor and report on assessment and examinations user management services. Coordinate and oversee assessment and examinations training, capacity building and knowledge-sharing practices: Organise the provision of support for the training for National examination and assessment systems; Organise the provision of support for the implementation and roll-out of National examination and assessment systems; Coordinate training for Provincial examination and assessment systems; Organise the provision of support to end-users within the Chief Directorate; Actively promote the sharing of knowledge and information with relevant stakeholders in the examinations and assessment operations; Monitor and report on training, capacity building and knowledge-sharing practices. Coordinate the Disaster Recovery Plan for the Chief Directorate in respect of examination and assessment systems in collaboration with relevant stakeholders, which includes: Coordinate the Chief Directorate's planning of different disaster scenarios; Coordinate the Chief Directorate's development of recovery plans; Coordinate awareness creation about disaster recovery within the Chief Directorate; Coordinate and oversee the backup of the Chief Directorate's data; Monitor and report on the Disaster Recovery Plan. People Management: 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.

ENQUIRIES

: Ms L Bredenkamp Tel No: (021) 467 2541

POST 25/545

: **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 304**
District Circuit: Overberg Education District

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)
: Caledon
: 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

: Ms I Senosi Tel No: (028) 214 7300

POST 25/546

: **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 305**

District Circuit: Cape Winelands Education District

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Worcester
: 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: 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 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 Y Ehrenreich Tel No: (023) 348 4600

POST 25/547

: **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 306**
District Circuit: Cape Winelands Education District

SALARY

: R338 106 per annum (Level 07)

**CENTRE
REQUIREMENTS**

: Worcester
:
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: 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.
<u>ENQUIRIES</u>	:	Ms Y Ehrenreich Tel No: (023) 348 4600
<u>POST 25/548</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 307</u> Directorate: Examination Registration
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate degree/diploma with 3 years' relevant experience in an Assessment and Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Assessment and Examination or Educational environment. A valid driver's licence (excluding code A/A1). Knowledge: Examination and UMALUSI directives; client care; information management; relevant functions, programmes and projects of the WCED; relevant policies and acts. Working knowledge of examination databases. Skills: Research; Analytical; communication (verbal and non-verbal); co-ordination, conflict resolution; writing; computer literacy; numerical.
<u>DUTIES</u>	:	Registration of candidates: Execute the registration process of candidates. Updating of all registrations. Implementation of registration as per policy. Verify the correctness of registration per district. Implementation of the relevant policy. Registration of examination and designated centres: Receive and collate all application forms. Allocation of designated centres as per learner totals. Inform Districts of registered learners per school and subject information. Appointment of invigilators: Advice and guidance regarding the registration of invigilators, according to policy. Verify nominations for appointment. Process all claims. Attend to enquiries: Execute all walk-in centre queries: receiving all applications. Deal with complex queries. Updating the examination information system. Deal with examination-related queries: Follow up on all telephonic and e-mail enquiries relating to specific cases. Issue results and confirmation letters, etc. Deal with queries regarding examination registration: Advice and guidance to clients regarding registration, according to the registration policy. Reporting and administration: Recordkeeping of all received cases. Supervision: Daily supervision of staff. Training: Assist in the planning and execution of training of Districts.
<u>ENQUIRIES</u>	:	Mr D Pretorius Tel No: (021) 467 2945
<u>POST 25/549</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 308</u> Directorate: Examination Registration
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate degree/diploma with 3 years' relevant experience in an Assessment and Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Assessment and Examination or Educational environment. A valid driver's licence (excluding code A/A1). Knowledge: Examination and UMALUSI directives; client care; information management; relevant functions, programmes and projects of the WCED; relevant policies and acts. Working knowledge of examination databases. Skills: Research; Analytical; communication (verbal and non-verbal); co-ordination, conflict resolution; writing; computer literacy; numerical.
<u>DUTIES</u>	:	Registration of candidates: Execute the registration process of candidates. Updating of all registrations. Implementation of registration as per policy. Verify the correctness of registration per district. Implementation of the relevant

policy. Registration of examination and designated centres: Receive and collate all application forms. Allocation of designated centres as per learner totals. Inform Districts of registered learners per school and subject information. Appointment of invigilators: Advice and guidance regarding the registration of invigilators, according to policy. Verify nominations for appointment. Process all claims. Attend to enquiries: Execute all walk-in centre queries: receiving all applications. Deal with complex queries. Updating the examination information system. Deal with examination-related queries: Follow up on all telephonic and e-mail enquiries relating to specific cases. Issue results and confirmation letters, etc. Deal with queries regarding examination registration: Advice and guidance to clients regarding registration, according to the registration policy. Reporting and administration: Recordkeeping of all received cases. Supervision: Daily supervision of staff. Training: Assist in the planning and execution of training of Districts.

ENQUIRIES

: Mr D Pretorius Tel No: (021) 467 2945

POST 25/550

: **ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT REF NO: 309**
District Circuit: Overberg Education District

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum (Level 07)
: Caledon
: National Senior Certificate (or equivalent) plus a relevant 3 year post school qualification. 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

: Ms. I Senosi Tel No: (028) 214 7300

POST 25/551

: **ADMINISTRATIVE OFFICER REF NO: 310**

Directorate: Provincial Printing

**SALARY
CENTRE**

: R338 106 per annum (Level 07)

: Maitland

REQUIREMENTS

: An appropriate degree/diploma with 3 years' relevant experience in an Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Examination or Educational environment. A valid driver's licence (excluding code A/A1). Knowledge: Project Planning; Relevant National and Provincial legislation and regulations pertaining to Finance. Relevant National and Provincial Legislation and regulations pertaining to Human Resource Management; SA Schools Act (as revised); General and Further Education and Training Quality Assurance Act (as revised); Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET); Education Department Service Delivery Charter (Batho Pele); Western Cape Education Department Service Delivery Model; PFMA (1999) as amended; new developmental trends in the printing industry. Skills: Written and verbal communication (at least 2 official languages of the province); Numeracy skills; Literacy skills; Team building; Motivational; Planning and organizing; People management skills; Computer literacy (Microsoft Office); Writing.

DUTIES

: Administer the Printing Process regarding question Papers: Plan and Prioritise question papers according to the Project Plan (including exam timetables); Verify the number of question paper files received from Division Processing Question Papers and sign acknowledgement of receipt; Update management plans to inform printing, packing and distribution processes (timeframes, delivery dates, printing information); Administer the digipath process for routing print jobs; Report to supervisor (daily); Oversee that the printing quality corresponds with what has been requested by the client; Signing off first proof; Ensure integrity of examination papers and that the security and standard operating procedures are follows; Ensure by means of continuous random checks that the quality of the printing work is according to specification; Ensure that all damaged and spoilt question papers are destroyed according to procedures. Administer all other printing processes (other than Question Papers): Plan and prioritise all incoming printing requests; Liaise with client if necessary, regarding printing request; Ensure that printing is done according to client specifications and within timeframes; Ensure by means of continuous random checks that the quality of the printing work is according to specification. Oversee the sealing process (question papers and other printing): Plan and prioritise sealing process requests; Oversee that the sealing quality corresponds with what has been requested by the client; Ensure by means of continuous random checks that the quality of the sealing work is according to specification. Administer the Storeroom: Oversee stocktaking on regular basis and ensure that stock levels are correct; Ensure that keeping abreast of newest technology (printing equipment and consumables); Responsible for the specifications and quotation regarding technology and consumables; Responsible for the verification of invoices; Ensure that invoices are sent to Division Administrative Support Services for payment. Administer the process for repairs and maintenance of Equipment: Responsible for quotations from service providers; Responsible for certifying that services rendered were satisfactory and that the supplier is entitled to payment; Arrange for payments.

Responsible for Security in Printing Room/Building: Ensure security on the printing floor; Maintain the security system (Electronic System); Responsible for the monitoring security at printing room (restricted areas) (Electronic System); Ensure that security systems are in working condition and upgraded Regularly; Responsible for reporting any problems relating to the security system to management and service provider; Responsible for access in printing room (Access clearance); Responsible for keys for lock-up of the building and locks of the strongroom and storeroom. Responsible for software matters (Printing Equipment): Identify problem areas and arrange for corrective steps; Responsible for the upgrading of software; Responsible for submission to upgrade software; Send it to Management for approval. Supervisory: Plan and organise work of print operators; Continuous evaluation of staff (PERMIS); Performance Management (PERMIS); Leave Management; Training and development of staff in division; Disciplinary responsibility and corrective steps to improve performance.

ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/552 : **ADMINISTRATIVE OFFICER REF NO: 311**
Directorate: Provincial Printing

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

REQUIREMENTS : An appropriate degree/diploma with 3 years' relevant experience in an Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Examination or Educational environment. A valid driver's licence (excluding code A/A1. Knowledge: Project Planning; Relevant National and Provincial legislation and regulations pertaining to Finance; Relevant National and Provincial Legislation and regulations pertaining to Human Resource Management; SA Schools Act (as revised); General and Further Education and Training Quality Assurance Act (as revised); Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET); Education Department Service Delivery Charter (Batho Pele); Western Cape Education Department Service Delivery Model; PFMA (1999) as amended; new developmental trends in the printing industry. Skills: Written and verbal communication (at least 2 official languages of the province); Numeracy skills; Literacy skills; Team building; Motivational; Planning and organizing; People management skills; Computer literacy (Microsoft Office); Writing.

DUTIES : Administer the Printing Process regarding question Papers: Plan and Prioritise question papers according to the Project Plan (including exam timetables); Verify the number of question paper files received from Division Processing Question Papers and sign acknowledgement of receipt; Update management plans to inform printing, packing and distribution processes (timeframes, delivery dates, printing information); Administer the digipath process for routing print jobs; Report to supervisor (daily); Oversee that the printing quality corresponds with what has been requested by the client; Signing off first proof; Ensure integrity of examination papers and that the security and standard operating procedures are follows; Ensure by means of continuous random checks that the quality of the printing work is according to specification; Ensure that all damaged and spoilt question papers are destroyed according to procedures. Administer all other printing processes (other than Question Papers): Plan and prioritise all incoming printing requests; Liaise with client if necessary, regarding printing request; Ensure that printing is done according to client specifications and within timeframes; Ensure by means of continuous random checks that the quality of the printing work is according to specification. Oversee the sealing process (question papers and other printing): Plan and prioritise sealing process requests; Oversee that the sealing quality corresponds with what has been requested by the client; Ensure by means of continuous random checks that the quality of the sealing work is according to specification. Administer the Storeroom: Oversee stocktaking on regular basis and ensure that stock levels are correct; Ensure that keeping abreast of newest technology (printing equipment and consumables); Responsible for the specifications and quotation regarding technology and consumables; Responsible for the verification of invoices; Ensure that invoices are sent to Division Administrative Support Services for payment. Administer the process for repairs and maintenance of Equipment: Responsible for quotations from service providers; Responsible for certifying that services rendered were

satisfactory and that the supplier is entitled to payment; Arrange for payments. Responsible for Security in Printing Room/Building: Ensure security on the printing floor; Maintain the security system (Electronic System); Responsible for the monitoring security at printing room (restricted areas) (Electronic System); Ensure that security systems are in working condition and upgraded Regularly; Responsible for reporting any problems relating to the security system to management and service provider; Responsible for access in printing room (Access clearance); Responsible for keys for lock-up of the building and locks of the strongroom and storeroom. Responsible for software matters (Printing Equipment): Identify problem areas and arrange for corrective steps; Responsible for the upgrading of software; Responsible for submission to upgrade software; Send it to Management for approval. Supervisory: Plan and organise work of print operators; Continuous evaluation of staff (PERMIS); Performance Management (PERMIS); Leave Management; Training and development of staff in division; Disciplinary responsibility and corrective steps to improve performance.

ENQUIRIES

: Mr D Pretorius Tel No: (021) 467 2945

POST 25/553

: **ADMINISTRATIVE SUPPORT OFFICER REF NO: 312**

Directorate: Professional Development

SALARY
CENTRE

: R338 106 per annum (Level 07)

: Kuils River

REQUIREMENTS

: National Senior Certificate (or equivalent) and an appropriate Diploma/Degree or equivalent. 3 years' relevant experience. A valid driver's licence (excluding code A/A1). Knowledge: Knowledge of provincial and national education policies and procedures; Knowledge of relevant legislation/policies/prescripts and procedures; Basic financial administration. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Strong conceptual and formulation skills; Analytical skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Presentation skills.

DUTIES

: Render line administrative support services: Provide administrative support with regards to the teacher appreciation and recognition programmes and projects: Liaise with and provide support to districts and schools; Assist with administrative processes; Assist with financial and procurement (of goods and services) processes: Compile requisition forms for submission; Coordination of travel and subsistence claims; Provide administrative support with regards to the delivery of provincial and national teacher professional development initiatives: Assist with administrative processes. Perform administrative tasks: Type out registers; Produce name tags for participants to seminars; Verify claims are correct and properly processed; Assist with financial and procurement (of goods and services) processes. Maintain database for the in-service bursary scheme for educators: Updating the bursary scheme database: Verify bursary forms and supporting documents; Capture bursary holders' details. Report on bursary holders and course statistics; Draw data and compile reports. Assist with the management and implementation of the Continuous Professional Teacher Development Management System (CPTD MS): Assist with the communication to Head Office components, Districts and stakeholders regarding the implementation of the CPTD MS; Provide support to the provincial coordinator regarding seminars, workshops, meetings and general queries; Receive attendance registers, update them on the system, and keep track of registers for CPTD MS professional development point uploading. Render general administrative support services: Ensure and advise on the effective flow of information and documents to and from the component; Ensure the safekeeping of all documentation in line with relevant legislation and policies; Obtain inputs and collate and compile reports, e.g.: Progress reports; Monthly reports; Management reports. Scrutinise routine submissions/reports and make abbreviated notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders; Draft documents as required; Collect, analyse and collate information requested by the manager; Ensure that travel arrangements are well coordinated. Provide support to the manager regarding meetings: Scrutinise documents to determine actions/information/documents required for the meeting; Collect and compile all necessary documents for management, to

inform management on the contents; Record minutes/decisions and communicate to relevant role-players, follow-up on progress made and prepare briefing notes for the manager; Coordinate logistical arrangements for meetings when required. Render advice and liaise with regard to administrative matters: Keep updated on WCED administrative policies; Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remain abreast with procedures and processes that apply to the component; Compile reports and submissions on request.

ENQUIRIES : Mr G De Bruyn Tel No: (021) 834 2800

POST 25/554 : **PERSONAL ASSISTANT REF NO: 313**
Directorate: Chief Directorate Districts

SALARY : R338 106 per annum (Level 07)

CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate (or equivalent) and Secretarial Diploma or equivalent 1–2-year post matric qualification. 3 years clerical/administrative experience in rendering support services to senior management. Knowledge of the relevant legislation; policies; prescripts and procedures. Basic knowledge of financial administration. Skills: Language skills and ability to communicate well with people at different levels from different backgrounds. Good telephone etiquette. High level of reliability. Computer literacy. Sound organisational skills. Good people skills. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Self-management and motivation.

DUTIES : Provide a secretarial/receptionist support service to the manager: Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers, are in good working order. Record engagements of the senior manager. Utilise discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed urgency of the matter. Co-ordinate with and sensitise/advise the manager regarding engagements. Compile realistic schedules of appointments. Render administrative support services: Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain input, collate and compile reports e.g. progress reports, monthly reports and management reports. Scrutinise routine submissions / reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of the standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Provide support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the manager's budget: Collect and co-ordinate all the documents that relate to the manager's budget. Assist manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to improve funds between items, consult with the manager and compile draft memos for these purposes. Compare the MTEF allocation with the requested budget and inform the manager of changes. Study the relevant Public Service and departmental prescripts / policies and other documents and ensure that

the application thereof is understood properly: Remain up to date regarding the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES

: Ms H van Ster Tel No: (021) 467 2089

POST 25/555

: **ADMINISTRATIVE SUPPORT OFFICER: DISTRICT CIRCUITS: CIRCUIT 6
REF NO: 323**

District Circuit: Metro South Education District

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)

: Ottery

: 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 : Ms C Meyer-Williams Tel No: (021) 703 3198

POST 25/556 : **ADMINISTRATION CLERK REF NO: 324**
Directorate: Teaching Practice Improvement

SALARY : R237 453 per annum (Level 05)
CENTRE : Kuils River
REQUIREMENTS : National Senior Certificate (or equivalent). A minimum of one year experience in an administrative environment. Knowledge: Knowledge of administration duties, practices as well as the ability to capture data, operate a computer and collect information. Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment. Skills: Numeracy; Literacy: Typing; Computer Literacy; Attention to detail (Accuracy); Planning and organisation; Good verbal and written communication; Budgeting and finance; Flexibility and teamwork.

DUTIES : Assisting with pre-delivery administration management: Prepare and send confirmation and declaration letters to qualifying course participants. Follow-up on outstanding declaration letters from course participants; Prepare and administer bulk SMS and or e-mails to confirm and communicate with course participants regarding logistics for courses; Prepare Master Participant profile, create classrooms on LMS; Follow-up on incomplete information on the Master profile; Prepare attendance registers and data spreadsheets for pre-course confirmation; Follow-up on catering in consultation with Training Co-ordinator; Prepare and managing the links for online training sessions and prepare registers for online sessions, MS Teams and LMS; Ensure venues are set up for programme delivery, prepare registration tables, set up signage, etc; Prepare meeting packs/and or training material; Receive substitute documents and follow-up on incomplete documents. Assisting with post-delivery administration management: Record substitute documents, quality assure documents for submission for payment to Directorate: Service Benefits Multi-Functional Teams; Record and process subsistence and travel (S&T) claims for necessary authorisation. Prepare and quality assure the certificate. Lists for verification and necessary authorisation; finalise master participant profile for final auditing verification purposes; Dispatch e-Certificates to qualifying course participants. Preparing data for compliance reports: Verifying master participant profile with latest PERSAL data; Record, organise, store, capture and retrieve correspondence and data; Update registers and databases; Keep and maintain the filing system for the component by filing documents and record-keeping. Quality assuring audit data. Provide a general clerical support service: Type letters and/or other correspondence when required; Compile letters; Keep and maintain the incoming and outgoing document register of the component; Handle routine enquiries; Make photocopies; Distribute documents/packages to various stakeholders as required; Capture and update expenditure; Keep record of budget allocation; Check correctness of subsistence and travel claims of officials and submit for approval.

ENQUIRIES : Mr G De Bruyn Tel No: (021) 834 2800

POST 25/557 : **ADMINISTRATION CLERK REF NO: 314**
Directorate: Leadership Academy

SALARY : R237 453 per annum (Level 05)
CENTRE : Kuils River
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge: Knowledge of administration duties and practices as well as the ability to capture data, operate a computer and collect information; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment. Skills: Numeracy, literacy, typing, computer literacy, language skills; Attention to detail (accuracy), Planning and organisation; Good verbal and written communication; Budgeting and finance; Flexibility and teamwork.

DUTIES : Render course administration and logistical support for programme delivery; Logistical and secretarial support for meetings, workshops and functions; Booking of venues; Arranging for catering; Follow up and confirm course

attendance; Liaise with stakeholders; Prepare meeting packs and material; Setting up of venues/ Set up of participant profiles/Share links; Liaising with schools to host training sessions; Arrange for welcoming and thanking facilitators; Set up and prepare training venues; Handle course registration: online course registration; prepare registration tables, signage etc. Arrange travelling and accommodation; Administer subsistence and travel (S&T) claims. Provide general clerical support services: Record, organise, store, capture and retrieve correspondence and data; Update registers and databases; Handle routine enquiries; Make photocopies; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component: Filing of documents; Record keeping. Type letters and/or other correspondence when required: Compile letters. Keep and maintain the incoming and outgoing document register of the component: Capture and update the IMS system for submissions and circulars; IMS number generation; Route submissions/circulars/documents; Track documents and submissions and correspondence. Provide supply chain clerical support services: Capture and update expenditure; Keep record of budget allocation; Check the correctness of subsistence and travel claims of officials and submit them for approval.

ENQUIRIES

: Mr G De Bruyn Tel No: (021) 834 2800

POST 25/558

: **ADMINISTRATION CLERK: MANAGEMENT AND GOVERNANCE REF NO: 315**

District Circuit: Metro Central Education District

SALARY
CENTRE
REQUIREMENTS

: R237 453 per annum (Level 05)

: Maitland

: National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operate 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.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the management and governance projects. 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 component Management and Governance. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Assist the Admin Support Officer with procurement processes. Stock control for the component. 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. Keep detail records of the units visits and activities in schools. 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.

ENQUIRIES

: Mr W Abrahams Tel No: (021) 514 6921

POST 25/559

: **OPERATOR REF NO: 316**

Directorate: Provincial Printing

SALARY
CENTRE
REQUIREMENTS

: R201 093 per annum (Level 04)

: Maitland

: Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic

		wrapping device, industrial guillotine and industrial shredder. Skills: Analytical skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.
<u>DUTIES</u>	:	Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.
<u>ENQUIRIES</u>	:	Mr C Berry Tel No: (021) 467 2265
<u>POST 25/560</u>	:	<u>OPERATOR REF NO: 317</u> Directorate: Provincial Printing
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic wrapping device, industrial guillotine and industrial shredder. Skills: Analytical skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.
<u>DUTIES</u>	:	Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.
<u>ENQUIRIES</u>	:	Mr C Berry Tel No: (021) 467 2265
<u>POST 25/561</u>	:	<u>OPERATOR REF NO: 318</u> Directorate: Provincial Printing
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic wrapping device, industrial guillotine and industrial shredder. Skills: Analytical

		skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.
<u>DUTIES</u>	:	Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.
<u>ENQUIRIES</u>	:	Mr C Berry Tel No: (021) 467 2265
<u>POST 25/562</u>	:	<u>OPERATOR REF NO: 319</u> Directorate: Provincial Printing
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic wrapping device, industrial guillotine and industrial shredder. Skills: Analytical skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.
<u>DUTIES</u>	:	Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.
<u>ENQUIRIES</u>	:	Mr C Berry Tel No: (021) 467 2265
<u>POST 25/563</u>	:	<u>GENERAL ASSISTANT REF NO: 320</u> Directorate: Provincial Printing
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent). Knowledge: Education Department Service Delivery Charter (Batho Pele). Skills: Written and verbal communication in at least two official languages of the province. Ability to operate a strapping machine. Ability

DUTIES

to operate a staple gun. Ability to operate a photocopy and fax machine. Numerical skills relating to scripts and marksheets.

: Assist with the transportation and storage of question papers. Transporting question papers from print room to Head Office. Cleaning of strong room from all old question papers. Make boxes with staple gun. Assist with packing question papers in boxes. Strap boxes. Make photocopies of question papers. Load, offload and store question papers at Head Office. Assist with the packaging and distribution of question papers, stationery and marksheets. Assist with counting stock during stocktaking. Sort question papers and marksheets in subject and centre order. Pack question papers and marksheets in centre order. Make boxes with staple gun. Strap boxes. Prepare boxes for despatch. Pack question papers and marksheets in boxes. Assist with collection of question papers from storage. Pack question papers in sorting area for scanning. Arrange question papers according to list for scanning. Pack question papers per session and seal boxes per centre. Paste way bills on boxes. Assist with weighing of boxes. Assist with transportation of question papers, stationery and marksheets to examination institutions. Assist with filing of all documents including question paper checklists and way bills. Assist with preparation of envelopes per centre per EMDC. Assist with preparation of way bills and batches per EMDC. Assist with packing of marksheets and relevant documentation in envelopes per centre per EMDC. Report to supervisors daily. Assist with removal of identified practical subject marksheets. Assist with packing practical subject marksheets for distribution to the Curriculum Advisors. Assist with dispatching of marksheets to relevant Curriculum Advisors. Assist with the manifesting of mark sheets and scripts. Assist with counting stock during stocktaking. Assist with the distribution of circulars. Make boxes with staple gun. Strap boxes. Assist with preparation of work area for receiving and storing scripts. Assist with receiving manifested consignments of mark sheets and scripts from couriers or individuals. Open consignments of scripts. Separate, file and distribute accompanying documents including seating plans, medical certificates and correspondence. Sort mark sheets and scripts in various subjects. Pack scripts in boxes. Batch identified subjects for pre-marking. Assist with processing loose mark sheets. Assist with processing specialised subjects including CAT and IT. Assist with processing external subjects including IEB. Assist with processing LSEN scripts including Braille. Assist with boxing and filing of mark sheets and scripts. Assist with boxing and filing of queried scripts. File attendance registers and way bills. Prepare boxed subjects for marking including strapping and labelling. Assist with marking and capturing processes. Assist with counting stock during stocktaking. Assist with transport of scripts and equipment to marking centres, venues and home markers. Prepare scripts for marking by unpacking boxes. Make boxes with staple gun. Strap boxes. Assist with arranging meal verification system for marking centres. Assist with preparation of marking venues including question papers and memoranda. Assist with arrangements for specialised subject marking. Assist with collection of scripts at marking venues and the return thereof to the centralised mark checking team. Assist with drawing of sample scripts for moderation. Assist with receipt, checking and distribution of marker reports, claims and invigilator claims. Assist with processes for loose scripts, unmarked scripts and mark checking for specialised subjects. Assist with flow of checked scripts for mark capturing. Box captured scripts per subject. Assist with transport of boxed scripts to Head Office and store boxed scripts in subject order. Assist with marking centre clean-up process including cleaning rooms and return of equipment. File and store all mark sheets. Assist with drawing scripts for remarking. Assist with specialised projects and disposal of previous years answer books. Render general assistance regarding training of Chief Markers, Markers, Moderators, Mark Capturers, Centre Managers and Invigilators. Assist with logistical arrangements for training. Assist with printing and distribution of training manuals. Assist with processing certificates and attendance registers.

ENQUIRIES

: Mr C Berry Tel No: (021) 467 2265

POST 25/564

: **GENERAL ASSISTANT REF NO: 321**
Directorate: Provincial Printing

SALARY CENTRE

: R144 024 per annum (Level 02)
: Maitland

REQUIREMENTS

: Grade 10 (or equivalent). Knowledge: Education Department Service Delivery Charter (Batho Pele). Skills: Written and verbal communication in at least two official languages of the province. Ability to operate a strapping machine. Ability to operate a staple gun. Ability to operate a photocopy and fax machine. Numerical skills relating to scripts and marksheets.

DUTIES

: Assist with the transportation and storage of question papers. Transporting question papers from print room to Head Office. Cleaning of strong room from all old question papers. Make boxes with staple gun. Assist with packing question papers in boxes. Strap boxes. Make photocopies of question papers. Load, offload and store question papers at Head Office. Assist with the packaging and distribution of question papers, stationery and marksheets. Assist with counting stock during stocktaking. Sort question papers and marksheets in subject and centre order. Pack question papers and marksheets in centre order. Make boxes with staple gun. Strap boxes. Prepare boxes for despatch. Pack question papers and marksheets in boxes. Assist with collection of question papers from storage. Pack question papers in sorting area for scanning. Arrange question papers according to list for scanning. Pack question papers per session and seal boxes per centre. Paste way bills on boxes. Assist with weighing of boxes. Assist with transportation of question papers, stationery and marksheets to examination institutions. Assist with filing of all documents including question paper checklists and way bills. Assist with preparation of envelopes per centre per EMDC. Assist with preparation of way bills and batches per EMDC. Assist with packing of marksheets and relevant documentation in envelopes per centre per EMDC. Report to supervisors daily. Assist with removal of identified practical subject marksheets. Assist with packing practical subject marksheets for distribution to the Curriculum Advisors. Assist with dispatching of marksheets to relevant Curriculum Advisors. Assist with the manifesting of mark sheets and scripts. Assist with counting stock during stocktaking. Assist with the distribution of circulars. Make boxes with staple gun. Strap boxes. Assist with preparation of work area for receiving and storing scripts. Assist with receiving manifested consignments of mark sheets and scripts from couriers or individuals. Open consignments of scripts. Separate, file and distribute accompanying documents including seating plans, medical certificates and correspondence. Sort mark sheets and scripts in various subjects. Pack scripts in boxes. Batch identified subjects for pre-marking. Assist with processing loose mark sheets. Assist with processing specialised subjects including CAT and IT. Assist with processing external subjects including IEB. Assist with processing LSEN scripts including Braille. Assist with boxing and filing of mark sheets and scripts. Assist with boxing and filing of queried scripts. File attendance registers and way bills. Prepare boxed subjects for marking including strapping and labelling. Assist with marking and capturing processes. Assist with counting stock during stocktaking. Assist with transport of scripts and equipment to marking centres, venues and home markers. Prepare scripts for marking by unpacking boxes. Make boxes with staple gun. Strap boxes. Assist with arranging meal verification system for marking centres. Assist with preparation of marking venues including question papers and memoranda. Assist with arrangements for specialised subject marking. Assist with collection of scripts at marking venues and the return thereof to the centralised mark checking team. Assist with drawing of sample scripts for moderation. Assist with receipt, checking and distribution of marker reports, claims and invigilator claims. Assist with processes for loose scripts, unmarked scripts and mark checking for specialised subjects. Assist with flow of checked scripts for mark capturing. Box captured scripts per subject. Assist with transport of boxed scripts to Head Office and store boxed scripts in subject order. Assist with marking centre clean-up process including cleaning rooms and return of equipment. File and store all mark sheets. Assist with drawing scripts for remarking. Assist with specialised projects and disposal of previous years answer books. Render general assistance regarding training of Chief Markers, Markers, Moderators, Mark Capturers, Centre Managers and Invigilators. Assist with logistical arrangements for training. Assist with printing and distribution of training manuals. Assist with processing certificates and attendance registers.

ENQUIRIES

: Mr C Berry Tel No: (021) 467 2265

POST 25/565

: **GENERAL ASSISTANT REF NO: 322**
directorate: provincial printing

SALARY

: R144 024 per annum (Level 02)

CENTRE

: Maitland

REQUIREMENTS

: Grade 10 (or equivalent). Knowledge: Education Department Service Delivery Charter (Batho Pele). Skills: Written and verbal communication in at least two official languages of the province. Ability to operate a strapping machine. Ability to operate a staple gun. Ability to operate a photocopy and fax machine. Numerical skills relating to scripts and marksheets.

DUTIES

: Assist with the transportation and storage of question papers. Transporting question papers from print room to Head Office. Cleaning of strong room from all old question papers. Make boxes with staple gun. Assist with packing question papers in boxes. Strap boxes. Make photocopies of question papers. Load, offload and store question papers at Head Office. Assist with the packaging and distribution of question papers, stationery and marksheets. Assist with counting stock during stocktaking. Sort question papers and marksheets in subject and centre order. Pack question papers and marksheets in centre order. Make boxes with staple gun. Strap boxes. Prepare boxes for despatch. Pack question papers and marksheets in boxes. Assist with collection of question papers from storage. Pack question papers in sorting area for scanning. Arrange question papers according to list for scanning. Pack question papers per session and seal boxes per centre. Paste way bills on boxes. Assist with weighing of boxes. Assist with transportation of question papers, stationery and marksheets to examination institutions. Assist with filing of all documents including question paper checklists and way bills. Assist with preparation of envelopes per centre per EMDC. Assist with preparation of way bills and batches per EMDC. Assist with packing of marksheets and relevant documentation in envelopes per centre per EMDC. Report to supervisors daily. Assist with removal of identified practical subject marksheets. Assist with packing practical subject marksheets for distribution to the Curriculum Advisors. Assist with dispatching of marksheets to relevant Curriculum Advisors. Assist with the manifesting of mark sheets and scripts. Assist with counting stock during stocktaking. Assist with the distribution of circulars. Make boxes with staple gun. Strap boxes. Assist with preparation of work area for receiving and storing scripts. Assist with receiving manifested consignments of mark sheets and scripts from couriers or individuals. Open consignments of scripts. Separate, file and distribute accompanying documents including seating plans, medical certificates and correspondence. Sort mark sheets and scripts in various subjects. Pack scripts in boxes. Batch identified subjects for pre-marking. Assist with processing loose mark sheets. Assist with processing specialised subjects including CAT and IT. Assist with processing external subjects including IEB. Assist with processing LSEN scripts including Braille. Assist with boxing and filing of mark sheets and scripts. Assist with boxing and filing of queried scripts. File attendance registers and way bills. Prepare boxed subjects for marking including strapping and labelling. Assist with marking and capturing processes. Assist with counting stock during stocktaking. Assist with transport of scripts and equipment to marking centres, venues and home markers. Prepare scripts for marking by unpacking boxes. Make boxes with staple gun. Strap boxes. Assist with arranging meal verification system for marking centres. Assist with preparation of marking venues including question papers and memoranda. Assist with arrangements for specialised subject marking. Assist with collection of scripts at marking venues and the return thereof to the centralised mark checking team. Assist with drawing of sample scripts for moderation. Assist with receipt, checking and distribution of marker reports, claims and invigilator claims. Assist with processes for loose scripts, unmarked scripts and mark checking for specialised subjects. Assist with flow of checked scripts for mark capturing. Box captured scripts per subject. Assist with transport of boxed scripts to Head Office and store boxed scripts in subject order. Assist with marking centre clean-up process including cleaning rooms and return of equipment. File and store all mark sheets. Assist with drawing scripts for remarking. Assist with specialised projects and disposal of previous years answer books. Render general assistance regarding training of Chief Markers, Markers, Moderators, Mark Capturers, Centre Managers and Invigilators. Assist with logistical arrangements for training. Assist with printing and distribution of training manuals. Assist with processing certificates and attendance registers.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

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 : 31 July 2026, 17:00PM
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.

OTHER POSTS

POST 25/566 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE) (MEDICAL AND MEDICAL ANCILLARY)**
West Coast District

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 : Clanwilliam Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **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, Family Physician. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirement of the job: Valid driver's license (Code B/EB). Willing to render Commuted Overtime duties at the Hospital. Willingness to work at the PHC Clinics in the Sub-district. Must be willing to do on-site second call overtime. Competencies (knowledge/skills): Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting and on Hospital level. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills and the ability to work in a high stress environment. Basic computer skills in MS Word, Excel, and Outlook

DUTIES : Clinical Governance and clinical guidance to facility managers at the Hospital and Clinics. Clinical service provision and clinical managerial tasks with regards to medical and allied health staff. Clinical service provision at Specialist level in Family Medicine, sub-specialty and Emergencies. Training of students, community service staff, Medical Officers and Allied Health staff and appropriate research in Family Medicine. Assist Manager: Medical Services with HR and financial resource management duties.

ENQUIRIES : Dr C Adams Tel No: (022) 921-2153 / (027) 482-2166
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate's will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

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

<u>POST 25/567</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist in Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist in Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience in Psychiatry, at a specialist level, with a focus on district level services. Ability to render high quality clinical care in the in- and out-patient setting, including good legislative & policy knowledge, medical record keeping, report writing and computer literate. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Strong administrative, managerial, communication and conflict resolution skills.
<u>DUTIES</u>	:	Clinical service delivery at specialist level across the full spectrum of district level Psychiatry, including wards, outpatients, Emergency Centre and specialised clinics at both Karl Bremer Hospital and Eerste River Hospital (4 days / 1 day). Administrative & clinical governance including leadership, People Management processes, OPD management, data analysis, and quality improvement. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program as well as outreach supervision to primary health care nurse practitioners. Domain specific outputs and participation within the Metro East ecosystem, including participation in and alignment with district-hospital-level services at two district hospitals in the Metro East ecosystem, and Mental Health Care Review Board liaison.
<u>ENQUIRIES NOTE</u>	:	Dr S le Roux Tel No: (021) 918-1990
	:	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). Candidates will be subjected to a written/practical and oral assessment.
<u>POST 25/568</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 069 215 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with

the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform standby after hours and over weekends/public holidays when required. Competencies (knowledge/skills): Knowledge of Nursing administration, Nursing Education, Quality Improvement, Infection Prevention and Control and Occupational Health strategies in health. Computer literacy in MS Office packages. Excellent verbal and written communication skills.

DUTIES : Provide strategic management and leadership to the nursing department. Oversee clinical governance and service delivery of nursing department. Effective people management of nursing services which include nursing personnel, HR matters, Staff development and staff support. Manage allocated budgets which include, Nursing Personnel, Agency, and Overtime, Budget, Equipment, Vetting and Asset Management.

ENQUIRIES : Ms L van der Berg Tel No: (021) 940-4402
NOTE : No payment of any kind is required when applying for this post.

POST 25/569 : **REGISTRAR (PSYCHIATRY) (X8 POSTS)**
 Chief Directorate: Metro Health Services
 (4-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Stikland Hospital, Lentegeur Hospital and Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner: Independent Practice. Inherent requirement of the job: A valid (code B/EB) driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. It will be expected of the successful candidate to perform emergency and after-hour call cover. Completed FC Psych Part I Colleges of Medicine South Africa qualification. Competencies (knowledge/skills): Appropriate experience in Psychiatry with appropriate supervised medical officer experience. Excellent clinical assessment and management skills. Good leadership and interpersonal skills. Knowledge and practical skills in psychiatry. Communication skills.

DUTIES : Provision of safe and comprehensive psychiatric care to inpatients and outpatients at Tygerberg Hospital, Stikland Hospital, Lentegeur Hospital and associated training sites. Provision of clinical support to other medical and surgical disciplines at Tygerberg Hospital. Performing onsite after-hours duties as per call roster. Supervision and support of medical interns and medical officers providing psychiatric care on the service platform. Attending teaching program activities, tutorials and assessments as part of the registrar training program at the designated university as required to achieve the FCPsych and MMed(Psych) qualifications. Assisting with the training of interns, medical students, nursing staff and multidisciplinary team members.

ENQUIRIES : Prof L Koen Tel No: (021) 940-8718 or email: liezle.koen@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. -Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA citizens/permanent residents with a valid identity document. Candidates who are not in possession of the stipulated registration requirements may also apply. -Such candidates will only be considered for

appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status. Each registrar will be appointed in a specific training complex and will be expected to rotate through the various institutions in the complex. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented.

<u>POST 25/570</u>	:	<u>REGISTRAR (MEDICAL) (ORTHOPAEDIC SURGERY) (X3 POSTS)</u> (5-Year Contract), (1 January 2027 to 31 December 2031)
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirements of the job: Be part of after-hours roster. Competencies (knowledge/skills): Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. Comprehensive surgical competencies in primary, secondary and some tertiary trauma orthopaedic procedures with an appropriate logbook. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required. Good communication with staff, colleagues and patients. Integrity. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. FCS (SA) Part 1 and FCOrth (SA) Intermediate exam. Appropriate experience as an Orthopaedic Medical Officer, in a fully functional Orthopaedic Unit, under direct supervision of at least one full time Orthopaedic Specialist. ATLS and Basic Surgical Principles. Proven research output on an orthopaedic topic or research methodology courses.
<u>DUTIES</u>	:	Provision of clinical service delivery at registrar level for Orthopaedic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Administrative duties. Accurate and neat record keeping. Active participation in training and research. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.
<u>ENQUIRIES</u>	:	Prof J Du Toit Tel No: (021) 938-9266
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines." Candidates who are not

in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>POST 25/571</u>	:	<u>REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X4 POSTS)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Participation in commuted overtime (after-hours emergency services) is compulsory. A valid driver's license is required. Registrars may be rotated through affiliated departments across various training sites, including facilities within outreach programmes such as Paarl and Worcester Regional Hospitals, as well as Khayelitsha, Helderberg, Eerste River, and Karl Bremer District Hospitals, in line with training programme requirements. Candidates must be willing to participate in the Termination of Pregnancy services according to the relevant act. Applicants must have a valid CMSA (College of Obstetricians and Gynaecologists) FCOG part 1. Competencies (knowledge/skills): Appropriate post-community service experience in obstetrics and gynaecology (under onsite supervision of a registered obstetrician gynaecologist). Clinical experience with adult as well as neonatal intubation and resuscitation is required. Ability to do a Caesarean section independently and to work in a professional team. Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline. Appropriate supervised experience in Obstetrics and Gynaecology at a regional, tertiary, or large district hospital in South Africa, obtained after HPCSA registration as a Medical Practitioner (excluding community service). Proven surgical experience, including a logbook demonstrating at least 250 Caesarean sections performed as the primary operator. Basic obstetric ultrasound certification, or a letter from a specialist confirming competence in obstetric ultrasound, supported by a logbook of cases performed.
<u>DUTIES</u>	:	Deliver a high-quality clinical service to patients and their families. Supervise junior medical staff to ensure optimal standards of care and clinical outcomes. Provide ongoing clinical teaching and mentoring of junior staff during routine service delivery. Participate in both formal and informal teaching of undergraduate medical students. Successfully complete the CMSA FCOG Intermediate examination within 18 months of appointment. Pass the CMSA FCOG Part II examination before completion of the five-year contract. Obtain an MMed (Obstetrics and Gynaecology) degree before the end of the five-year training period, including completion of the required research project.
<u>ENQUIRIES</u>	:	Prof GS Gebhardt Tel No: (021) 938-4638 or email: gsgeb@sun.ac.za or Nicole.Samuels@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions.

The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>POST 25/572</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u>
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as 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: Valid (Code B/EB) driver's licence. Willingness to assist in the clinics within Saldanha Sub-District. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape. Good interpersonal, communication and computer skills. Knowledge of costs to ensure cost-effective quality service. Sound knowledge of basic surgical and anaesthetic procedures.
<u>DUTIES</u>	:	Ensure an effective and appropriate health service for all patients at a District Level Hospital. Assist the Clinical Manager with effective clinical administration and including all completion of administrative of forensic tasks (J88 / Rape kits / DUI). Provide comprehensive clinical services in the wards, Casualty/OPD, theatre and clinics. Supervise and assist with the training of under- and postgraduate medical personnel and continuous updating of own knowledge and skills. Assist Primary Health Care with Community Orientated Primary Care (COPC) and partake in compulsory commuted overtime services on a rotational basis.
<u>ENQUIRIES</u>	:	Dr TV Zimri Tel No: (022) 709-7208
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in

possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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).

<u>POST 25/573</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Delft Community Health Centre
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. 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.
<u>DUTIES</u>	:	Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr C Richards Tel No: (021) 954-2237
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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.

<u>POST 25/574</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA AND EMERGENCY)</u>
<u>SALARY</u>	:	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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): Ability to render high quality emergency care for Primary Tertiary and Secondary trauma adult and paediatric patients. Ability to render high quality teaching and training in emergency medicine and trauma to junior (community service) medical officers, interns and medical students. Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell and injured patients. Evidence of completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS)/ Advanced Trauma Life Support (ATLS), or DipPEC.
<u>DUTIES</u>	:	Clinical services: effective and efficient patient management, clear documentation, evidence-based approach to patient management. Leadership: teaching undergraduate students, interns and community service medical officers, team management, floor management. Willingness to participate in audits, research and quality improvement projects. Professionalism: administration, work ethic, communication (written and verbal).
<u>ENQUIRIES</u>	:	Dr H Lategan, email: hendrickjlategan@sun.ac.za or Dr E Erasmus, email: elaine.erasmus@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 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 25/575</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum

**CENTRE
REQUIREMENTS**

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

- : George Regional Hospital
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in General Surgery. **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 General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Expertise in evidence-based surgical practice and patient safety principles despite the ever-changing healthcare landscape and its impact on a limited resource environment. Strong clinical decision-making, leadership and teaching abilities. Commitment to teamwork, ethical practice, and continuous professional development. Competence in clinical governance, audit, and quality improvement processes – proof of at least a local publication strongly encouraged. Effective interpersonal, organizational, and problem-solving skills. Computer Skills: Proficiency in MS Office and clinical platforms (ECM, NHLS, HECTIS, PACS). Communication: Excellent writing and verbal skills with ability to prepare and interpret complex reports.

DUTIES

- : Deliver comprehensive, high-quality surgical care at George Hospital and outreach facilities across Eden and Central Karoo. Perform and supervise surgical procedures within the wide scope of practice inherent to a General Surgeon working in the public sector. Support teaching and mentoring of medical officers, registrars, and students. Ensure accurate clinical documentation, patient referrals, and discharge planning. Participate in clinical governance, audits, M&M meetings, and patient safety initiatives. Complete medico-legal documentation accurately and on time. Contribute to responsible HR and financial management, ensuring prudent use of resources. Promote patient education, counselling, and community engagement.

**ENQUIRIES
NOTE**

- : Dr T Koen Tel No: (044) 802-4535
- : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/576

- : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (6/8TH POST)**
Chief Directorate: Rural Health Services

SALARY

- : Grade 1: R1 046 646 per annum
- : Grade 2: R1 194 207 per annum
- : Grade 3: R1 383 114 per annum
- : (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE
REQUIREMENTS**

- : Paarl Regional Hospital
- : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesia. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **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 Anaesthesiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid SA driver's licence. 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.
<u>DUTIES</u>	: Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development. Ensure an efficient and cost-effective Anaesthesia service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Geographical Service area (GSA). Support to major referral centers in the Drainage area of Paarl hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area.
<u>ENQUIRIES</u>	: Dr G Davies Tel No: (021) 860-2510 or email: Gareth.Davies@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 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. Candidate will be subjected to a practical/written and oral assessment.
<u>POST 25/577</u>	: <u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (PSYCHOLOGY SERVICES)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	: Grade 1: R907 617 per annum Grade 2: R1 055 292 per annum Grade 3: R1 221 843 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Lentegour Hospital : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa as a Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to perform after hour duties, including weekends and Public Holidays as operational needs so demand. Competencies (knowledge/skills): Appropriate experience with mental health care users in both in and outpatient clinical settings and management of such services. Design and conduct research, academic teaching, training and supervision of interns and community service clinical psychologists. The ability to assess, diagnose, and treat psychological disorders, communicate effectively, work ethically, think critically, and provide culturally sensitive care.
<u>DUTIES</u>	: Assess, diagnose, and treat psychological disorders, communicate effectively, work ethically, think critically, and provide culturally sensitive care. Deliver and

		evaluate a comprehensive psychological service to mental health care users at Lenteguur Hospital. Train and supervise intern clinical psychologists in line with HPCSA guidelines. Provide consultation to other health professionals. Provide outreach to strengthening the health system with the catchment area. -Fully participate in and attend academic activities of the associated department of psychiatry and mental health (including research, teaching and social responsiveness activities related to joint appointments).
<u>ENQUIRIES NOTE</u>	:	Dr M Lappeman Tel No: (021) 370-1326
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 25/578</u>	:	<u>PHARMACIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R882 816 per annum Grade 2: R954 339 per annum Grade 3: R1 041 402 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Grabouw CHC, Theewaterskloof Sub-district
	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to perform pharmacist duties in the Theewaterskloof sub-district pharmacies and dispensaries. Valid (Code B/EB/CI) driver's licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Perform relief duties in the substructure to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES NOTE</u>	:	Ms. S Mbodla Tel No: (021) 814-3649
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do 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)".

<u>POST 25/579</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)</u>
<u>SALARY</u>	:	R785 568 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<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. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. Or a 4 year Bachelor 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 in one of the qualifications (R635) accredited with the SANC. The following R635 qualifications are excluded, i.e Post Graduate Diploma in Health Service Management and a Post Graduate Diploma in Nursing Education. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.
<u>ENQUIRIES</u>	:	Ms L De Palo Tel No: (021) 404-2105
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 25/580</u>	:	<u>ASSISTANT MANAGER NURSING: (AREA)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex, Brooklyn Chest 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: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime and standby duties. Willingness to travel. Competencies (knowledge/skills): Good interpersonal and leadership skills. The ability to function independently

		in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to manage own work and that of the units reporting to the post. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies. Computer literacy (MS Office).
<u>DUTIES</u>	:	Management of service delivery in the specialized TB Hospital (Brooklyn Chest Hospital). Resource Management of the nursing department. Control and monitor resources and consumables. Ensure a well-managed and capacitated work force by determining staff development needs and co-ordinate staff development in collaboration with Human Resource component. Improved Quality of Care. Support the Deputy Manager: Nursing as Top Management, with strategic and operational management functions.
<u>ENQUIRIES</u>	:	Ms G. Mashaba Tel No: (021) 508-7406
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 25/581</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: INTENSIVE CARE UNIT) (RECOVERY ROOM/PACU)</u>
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<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. 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 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 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: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, co-ordinating 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.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.
<u>POST 25/582</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Napier Clinic, Cape Agulhas 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. 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 (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 with the SANC in Primary Health Care Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid code 8/EB driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting and do relieve work at the other clinics in the sub district when needed. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills.

DUTIES

: Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilization and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health, HAST, School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organize a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES

: Mr J Apollis Tel No: (028) 424-1167

NOTE

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

POST 25/583

CANDIDATE ARCHITECT

Directorate: Infrastructure Programme Delivery
(2-Year Contract)

SALARY

: R687 036 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE

: Head Office, Cape Town (9 Lower Burg Street, Cape Town CDB)

REQUIREMENTS

: Minimum educational qualification: B Degree in Architecture or relevant qualification. Registration with a professional council: Registered as a Candidate Architect with the South African Council for Architectural Profession (SACAP). Experience: No experience required. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape and carry out site inspections, and if necessary overnight. Access to internet data at home and adequate working space and environment (should hybrid working continue), (otherwise office space is available full time). Expectation to use this opportunity to complete candidate requirements toward qualifying to write the South African Council for the Architectural Profession (SACAP) Professional registration exam. Competencies (knowledge/skills): Computer literacy (MS Office, MS Excel, MS SharePoint and MS Teams). Experience in designing, contract management and monitoring the construction of building services for healthcare facilities or similar buildings. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills. Familiarisation with relevant Built Environment and government legislation, including but not limited to: Construction Industry Development Board Act of 2000 and Regulations. Public Financial Management Act /Division of Revenue Act. Construction Procurement System. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.

		Expanded Public Works Programme. Architectural Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. National Environmental Management Act of 1998. Various types and forms of construction contracts. Particularly the New Engineering Contract (NEC). Construction Procurement Standard as Issued by Contractor Industry Development Board (CIDB).
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with Infrastructure Delivery Management System (IDMS). Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. 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.
<u>ENQUIRIES</u>	:	Mr G Graham, email: Gavin.Graham@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 25/584</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES: FBS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willing to travel, willingness to work overtime when required. Ability to work independently. Competencies (knowledge/skills): Knowledge of the departmental programs and policies. Computer literacy (MS Word, Excel, power Point and Outlook). Good communication, facilitating, and interpersonal skills. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Plan, coordinate and support the implementation of the 1st 1000 days which include the Start Well strategy, Vertical Transmission Prevention (VTP), adolescent health, school health, Communicable Diseases and all relevant campaigns, women's, and men's health services. Stakeholder Engagement and COPC Implementation: Strengthen internal and external stakeholder collaboration and ensure effective implementation of integrated health services. -Involvement in skills development and training to support integrated health service eg. IMCI, PACK Child. Strengthen and coordinate internal and external interface management with stakeholders, including NGO'S to enhance implementation of the COPC principles. Establish health services linkages on all service platforms at District level.
<u>ENQUIRIES</u>	:	Ms RC Balie Tel No: (023) 348-8122.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 25/585</u>	:	<u>PARAMEDIC GRADE 3 TO 4 (EMS CRITICAL CARE TEAM) (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Support Service
<u>SALARY</u>	:	Grade 3: R506 496 per annum Grade 4: R593 079 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as

Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: **Grade 3:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. **Grade 4:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP – None - **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's - 10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Appropriate experience in operational frontline work, with Critical Care Inter hospital transfer experience. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills. ACLS and PALS certifications required. Previous Critical Care retrieval required.

DUTIES : To perform advanced medical interventions, manage complex medical emergencies, and provide interfacility transport for critically ill or injured patients. Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: Maintained accurate patient records using electronic patient care report (EPCR) and comply with all CCT regulatory unit standards. -Patient Care Excellence - Maintain consistently high-quality patient care standards across the entire service by delivering continuous, effective, and holistic pre-hospital emergency care to the Western Cape public. Clinical Leadership & Development - Participate in 50% CCT CME sessions. Participate in 50% of CCT clinical practical sessions. Participate in 50% of CCT Clinical discussion and review/ M&M sessions. Uphold your CCT Portfolio of Evidence (POE). Pass CCT Annual written exam (1x remedial). Pass CCT Annual practical exam (1x remedial). -Strategic Implementation - Promote patient-centred practices across the full spectrum of EMS within WCGHW. Collaborated with various stakeholders within the health ecosystem to deliver effective evidence-based patient care. Provide strong clinical leadership throughout the organisation to drive continuous improvement. Performance Management. Monitor service delivery against established emergency timeframes and quality benchmarks. Evaluate and enhance clinical practices through systematic oversight and feedback mechanisms. Drive organisational excellence through strategic leadership and clinical governance.

ENQUIRIES : Mr B Klein Tel No: (021) 508-4523- or email: Bradley.klein@westerncape.gov.za

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

POST 25/586 : **PROFESSIONAL NURSE GRADE 1 OR 2 (SPECIALTY: MATERNITY)**
Cape Winelands Health District

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

CENTRE : Stellenbosch 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 Advanced Midwifery and Neonatal Nursing Science (R212). 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) accredited Midwifery. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC

in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Advanced Midwifery and Neonatology Nursing Science, 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, public holidays, after-hours, night duty and weekend cover for nursing. Deputizing for the Operational Manager: Obstetrics. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power point and Outlook). Implement skills to plan and organize the service by problem solving and decision making. Leadership towards the realization of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

DUTIES

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

ENQUIRIES NOTE

: Ms M Manus Tel No: (021) 833-9201
: 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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: 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 post graduate diploma (R635) accredited Midwifery.

POST 25/587

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Rural Health Services

SALARY

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

CENTRE REQUIREMENTS

: George Regional Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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 Psychiatric Nursing Science (R212) OR A 4-year Bachelor 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 Mental Health Nursing. Registration with a professional council: Registration with the South African Nursing Council (SANC) as 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 Psychiatric Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication 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 Psychiatric Department.
<u>DUTIES</u>	:	Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Psychiatric unit, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject 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 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)"
<u>POST 25/588</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Klipfontein/Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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 Psychiatric Nursing Science (R212). OR A 4 year Bachelor 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 Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to assist at other clinics within the Sub-structure when there is a need. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized client care with set standards and within a professional/legal framework. Provide specialist mental health advice and supervision for colleagues managing CMD patients at community settings. Effective management of human resources and assist with supervisory functions. Participate in training, research, mortality and morbidity meetings and clinical governance meetings. Administration tasks related to clinical work.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021)370-5000
<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 candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.

<u>POST 25/589</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X3 POSTS)</u> Chief Directorate; Metro Health Services
<u>SALARY</u>	:	Grade 1: R 495 423 per annum Grade 2: R 607 350 per annum
<u>CENTRE</u>	:	Southern Western Sub-structure (X2 Posts) Kensington CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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 Psychiatric Nursing Science (R212). OR A 4-year Bachelor 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 Mental 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 General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. To perform relief duties within the Southern Western Sub-Structure. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.
<u>DUTIES</u>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
<u>ENQUIRIES</u>	:	Dr L Fillis Tel No: (021) 202-0933 or Ms M Dubru Tel No: (021) 202- 0833 (SWSS), Ms M De Louw Tel No: (021) 593-1150 (Kensington CDC)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period 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 post graduate diploma the relevant specialty.
<u>POST 25/590</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: REPRODUCTIVE BIOLOGY (RMU)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Reproductive Biology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in

Reproductive Biology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Computer literacy. Data management. Evidence of administrative and management systems. Academic development of self and others. Appropriate clinical experience in assisted reproductive techniques. Knowledge and appropriate clinical experience in Clinical Reproductive Biology.

DUTIES : Clinical service provision in the Andrology and Embryology laboratories. Academic teaching, training and supervision of junior colleagues and other staff. Participation in academic activities within the laboratory. Administration and audit of clinical data and laboratory services in the Reproductive Medicine Unit. Laboratory management.

ENQUIRIES : Ms M Vienings Tel No: (021) 404-6026 or email. marlize.vienings@uct.ac.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 change in registration status).

POST 25/591 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**

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

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** 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: Good physical ability to lift and transfer disabled patients for all levels of wheelchair seating. Valid (Code B/EB) driver's licence. Willingness to cover in- and out-patient OT physical services and work under extreme pressure. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures, including WCDoHW Ecosystem Framework. Relevant skills in

	assessing, developing and implementing OT interventions in an acute, specialist/tertiary hospital setting; and prioritising patient treatment/discharge plans. Ability in assessing, prescribing and issuing Mobility Assistive and Functional Devices, intermediate and advanced seating training would be advantageous. Good interpersonal, communication (written and verbal), conflict resolution, problem solving, leadership and organizational skills. Good computer literacy skills (MS Office: Excel, Word, Power point and Outlook). Ability to function within a multi-disciplinary team setting, to be flexible and to work independently.
<u>DUTIES</u>	: Assess and treat patients with varying and multiple medical conditions using appropriate OT techniques and approaches, including family/carer training and education. Be responsible for personal, departmental and administration related to patient care. Management of assets and consumables in allocated work area/s. Participate in the clinical supervision of undergraduate OT students.
<u>ENQUIRIES</u>	: Ms R Pillay Tel No: (021) 404-4390
<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 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)".
<u>POST 25/592</u>	: <u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	: Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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: Render a 24-hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Computed Tomography experience will be an added advantage.
<u>DUTIES</u>	: Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after hour service of the department.
<u>ENQUIRIES</u>	: Ms M Samuels Tel No: (021) 377-4799

<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 25/593</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Klipfontein/Mitchells Plain Sub-Structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Support service, Supply chain management, reporting, transport management, reprographic service, cleaning service and Contract Management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy and thorough knowledge of computer systems (LOGIS and MS Office). Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Departmental delegations, AO System and financial reporting. Knowledge of GMT prescripts and policies, OHSA and contract management.
<u>DUTIES</u>	:	Ensure effective management of all maintenance activities for the Sub-structure office and facilities. Ensure the effective and efficient management of all contractual agreements. Responsible for effective supervision of GG fleet vehicles and maintenance within Sub district. Responsible for the effective delivery of support services, including switchboard operations, reprographic services, and cleaning services. Effective and efficient management of Human Resources, General Management, and administrative support within the component.
<u>ENQUIRIES</u>	:	Ms S Mc Quire Tel No: (021) 370-5071
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to practical assessment.
<u>POST 25/594</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETICS AND RESPIRATORY UNIT)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Mechanical/ Mechatronic Engineering. Inherent requirements of the job: Valid driver's license (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within any Clinical Engineering discipline should it be necessary. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Good written and verbal communication skills. Ability to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Computer literacy. Understand the functions of Clinical engineering. Active interest in life support equipment in a hospital environment.
<u>DUTIES</u>	:	Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment

		and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES</u>	:	Ms M Rossouw Tel No: (021) 938-4634
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment on day of interview.
<u>POST 25/595</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (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>	:	Helderberg District Hospital, Khayelitsha/Eastern Sub-structure Office
<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 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 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 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends cover for nursing. Must be willing to rotate within the facility. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Health promotion and team building.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Sr T Khumalo Tel No: (021) 850-4796
<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 25/596</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NURSING RELIEF)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<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 South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General

		Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends and rotate within the wards of the hospital. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provision of quality basic nursing patient centered care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms RZ De Silva Tel No: (021) 808-6153
<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)"
<u>POST 25/597</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X6 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>	:	Mitchell's Plain District 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) or equivalent qualification (R683 or R171) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Willingness to rotate to other departments due to operational requirements excluding maternity. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<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 25/598</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Inherent requirement of the job: Willingness to rotate within Supply Chain environment. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Knowledge and experience of LOGIS (Logistical Information System).
<u>DUTIES</u>	:	Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems of the asset register. Regular follow-up on outstanding orders. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to the Supply Chain Asset and Warehouse Management duties.
<u>ENQUIRIES</u>	:	Mr M Leander Tel No: (022) 487-9249
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test
<u>POST 25/599</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> West Coast District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Swartland PHC, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and warehousing on a computerised system. Inherent requirement of the job: Valid B/EB driver's licence. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal). Ability to work in a physically demanding environment.
<u>DUTIES</u>	:	Perform all Warehouse Management duties. Capture various documentation on the Supply Chain Systems (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete and submit monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Assist colleagues in Supply Chain Management component.
<u>ENQUIRIES</u>	:	Mr M Leander Tel No: (022) 487-9249
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.
<u>POST 25/600</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum

<u>CENTRE REQUIREMENTS</u>	:	Western Cape Rehabilitation Centre
	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Secretarial Administrative Support in a Nursing component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Proven ability to produce and organize formal documents, spreadsheets as well as manage e-mails, e mail responses and electronic calendar. Appropriate planning and administration skills, time management and good telephone etiquette.
<u>DUTIES</u>	:	Provide administrative support to Nursing Management. Provide effective communication via telephone and by interacting with Nursing Management and staff. Handle all incoming and outgoing correspondence. Ensure efficient record keeping of all nursing information and gather nursing statistics. Assist staff from clinical areas with enquiries. Co-ordinate training and development logistics by preparing training venues and ensure that all equipment and tools are readily available.
<u>ENQUIRIES NOTE</u>	:	Ms H Brenton Tel No: (021) 370-2314
	:	No payment of any kind is required when applying for this post.
<u>POST 25/601</u>	:	<u>ADMINISTRATION CLERK: HRD (PEOPLE DEVELOPMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	George Regional Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a Human Resources, Employee Relations, Human Resource Development, Employee Health and Wellness, or office administration environment. Inherent requirements of the job: Ability to maintain strict confidentiality when dealing with sensitive employee information. Competencies (knowledge/skills): Good knowledge of general office administration and records management practices. Sound computer literacy, with proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills. Knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act and relevant departmental policies will be an advantage. Ability to work independently and as part of a multidisciplinary team. Good interpersonal skills with a strong customer service orientation. Ability to maintain confidentiality and exercise discretion when dealing with employee information. Ability to work under pressure, prioritise competing tasks and meet deadlines.
<u>DUTIES</u>	:	Provide administrative support to the Employee Relations function, including scheduling meetings, maintaining confidential records, preparing documentation and taking minutes. Coordinate administrative activities relating to Human Resource Development, including training administration, induction, maintaining training records and compiling reports. Provide administrative support for Employee Health and Wellness programmes, including coordinating wellness activities, maintaining attendance registers, statistics and confidential records. Maintain manual and electronic filing systems, registers, databases and tracking tools. Prepare routine correspondence, reports, procurement requests and meeting arrangements. Provide reception, telephonic and administrative support to the People Management component. Provide administrative relief support within the broader People Management component when required.
<u>ENQUIRIES</u>	:	Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical.
<u>POST 25/602</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (REHABILITATION)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	George Regional Hospital
	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate administrative or clerical experience in a multidisciplinary allied health department setting. Appropriate experience in

		using health information systems. Inherent requirements of the job: Physically able to perform frontline support functions within the rehabilitation department. Availability to work flexible hours if necessary. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of appointment scheduling and maintaining diaries. Knowledge of maintaining filing systems for respective allied health departments. Good verbal and written communication skills to facilitate communication between multidisciplinary team members. Knowledge of supply chain processes. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide effective frontline service to patients, members of public, and stakeholders within the rehabilitation department. Effectively manage appointment diaries for the respective departments in the rehabilitation department, including scheduling of appointments. Ensure that patient records are managed confidentially and in accordance with health information regulations. Maintain an efficient filing system for the respective departments within the rehabilitation department. Ensure sufficient administrative and consumable supplies for respective departments to ensure efficient service delivery. Report malfunctioning therapeutic and office equipment.
<u>ENQUIRIES</u>	:	Ms EV Goliath Tel No: (044) 802-4389
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>POST 25/603</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in general office administration and management. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and MS Office. Ability to think analytically and logically and ability to work under pressure. Good interpersonal relations, communication and organizational skills. Good human relations.
<u>DUTIES</u>	:	Provide effective and efficient general office administration support to the Deputy Director: Professional Support Service (PPS), Programme managers and Facility on-site support as required. Handling of the diary of the Deputy Director: Professional Support Services in the Khayelitsha/Eastern Sub-Structure. Co-ordinate and organise meetings, agendas, visits, minute taking and compile and typing of quarterly reports. Maintain filing system and coordinating training. Overall logistical Support to the PSS and Procurement of consumables. Support to the Quality Assurance and Information Management programmes. Good financial record keeping. Monitor and follow up on complaints for Khayelitsha/Eastern Sub-structure.
<u>ENQUIRIES</u>	:	Mr R Manesen Tel No: (021) 360-4636
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 25/604</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (THEATRE) (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate Administrative Experience. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing skills, minute taking and Computer literacy in MS Office Suite (Word, Excel, Power point, Access, Teams) and Zoom. Good planning, organizational and interpersonal skills. Soft skills in a health care setting – Discretion and Confidentiality, Emotional Intelligence, adaptability in a fast-paced environment.
<u>DUTIES</u>	:	Ensure an effective and efficient office administration and management within the Nursing Management office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, record keeping services, which includes provision of accurate / effective typing and data capturing of human resource

		documentation, nursing agency timesheets, attendance of agency bookings and incident reports. Co-ordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.
<u>ENQUIRIES</u>	:	Ms J Watson Tel No: (021) 404-5161
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory practical test.
<u>POST 25/605</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics, Maths Literacy and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management & Stocktaking. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer System, SCM delegation, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database & Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of LOGIS procurement system.
<u>DUTIES</u>	:	Acquisition, Receive and issue assets and to end-users. Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, asset verification and compliance. Sub-system controller – assist System controller with all LOGIS system related tasks & enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide effective support service to supervisor.
<u>ENQUIRIES</u>	:	Ms XM Sonandi Tel No: (044) 802-4432
<u>NOTE</u>	:	No payment of any kind is required is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>POST 25/606</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ ADMIN (REVENUE) (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Revenue Department. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware. Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet.
<u>DUTIES</u>	:	Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocate payments. Handling of state monies.
<u>ENQUIRIES</u>	:	Mr LI Kitshini Tel No: (021) 938-4387
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 25/607</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency And Clinical Services Support
<u>SALARY</u>	:	Grade 1: R225 777 per annum Grade 2: R262 953 per annum
<u>CENTRE</u>	:	Forensic Pathology Laboratory, Mossel Bay

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and writing. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy in MS Word and Excel. Will be required to deliver testimony in court proceedings.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. Optimal control of reports and statements during and after the Forensic Mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory. An effective Forensic autopsy process and specimen management rendered in accordance with set standards and guidelines.
<u>ENQUIRIES</u>	:	Mr. L Smith Tel No: (044) 813-1890 or email: Lester.Smith@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The candidates will be subjected to an interview and competency test. Candidates will be subjected to a security clearance prior to appointment.
<u>POST 25/608</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency And Clinical Services Support
<u>SALARY</u>	:	Grade 1: R225 777 per annum Grade 2: R262 953 per annum
<u>CENTRE</u>	:	Forensic Pathology Laboratory, Vredenburg
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy in at least MS Word and Excel. Will be required to deliver testimony in court proceedings.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. An effective Forensic autopsy process and specimen management rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after forensic mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	:	Mr L Julies, email: Lyndon.Julies@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to a security clearance prior to appointment.
<u>POST 25/609</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R249 141 per annum Mossel Bay Hospital
	:	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/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend. Willingness to rotate to other wards in the hospital and to assist at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills (written and verbal) Self- discipline and motivation.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. -Effective utilization of physical and financial resources Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES NOTE</u>	:	Ms JA Mahlangu Tel No: (044) 604 - 6104
	:	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).
<u>POST 25/610</u>	:	<u>STERILIZATION OPERATOR PRODUCTION</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 226 per annum Robertson Hospital, Langeberg Sub-district
	:	Minimum educational qualification: GETC/Grade 9 (Std 7). Experience: Appropriate experience in Central Sterile Services Department (CSSD) within a hospital environment. Inherent requirement of the job: Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of decontamination, cleaning and packing and sterilization of surgical instruments. Understanding of infection prevention and control principles. Ability to cooperate sterilization equipment (e.g. Autoclaves, washer disinfectors). Good communication and interpersonal skills. Ability to work independently and under pressure. Commitment to Batho Ple Principles.
<u>DUTIES</u>	:	Decontaminate, clean, inspect, assemble, pack and sterilize surgical instruments and equipment. Operate and monitor sterilization equipment according to prescribed procedures. Ensure correct labelling, storage, distribution of sterile items and maintain accurate documentation and sterilization records. Receiving and sorting of Linen and Distribution and Stock control. Linen control and processing clean linen and quality Control and Storage and Ensure cleanliness CCSD environment. Comply with Occupational Health and Safety and Infection and prevention and Safety policies in CSSD. Adhering to Documentation and Communication protocols in CSSD.
<u>ENQUIRIES NOTE</u>	:	Ms SM Kortje Tel No: (023) 626-8503
	:	No payment of any kind is required when applying for this post.
<u>POST 25/611</u>	:	<u>DRIVER (HEAVY DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 226 per annum Stikland Hospital
	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a Driver, after licence obtained. Inherent requirement of the job: Valid code 10 driver's licence. Valid Public Driving Permit (PDP). Ability to do physical work, etc. load heavy objects, daily. Willingness to work overtime and perform standby duties as operationally required. Willingness to work weekends and public holidays as operationally

		required. Competencies (knowledge/skills): Knowledge of Transport Circular no 4 of 2000 and U2 33-2009. Ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Ensure accurate and detailed completion of logbooks & all vehicles are kept clean and tidy. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Transport official passengers, patients, and equipment. Collect, deliver, post and parcels daily in a hospital capacity. Perform administrative and relief duties when required or necessary.
<u>ENQUIRIES</u>	:	Mr N De Wet Tel No: (021) 940-4415
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 25/612</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC RHEUMATOLOGY) (3 SESSIONS)</u> (3-Year Contract)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 3: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. 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 Paediatrics. 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 Paediatrics. Inherent requirements of the job: A valid (code B/EB) driver's license. Competencies (knowledge/skills): Experience in Paediatric Rheumatology. Good communication skills (written and verbal). Ability to function independently at a level of medical specialist in paediatrics. Demonstrated interest in Paediatric research. Working with multi-disciplinary teams.
<u>DUTIES</u>	:	To render a clinical in and outpatient service in Paediatric Rheumatology as the service requires, including clinical teaching and research. Administration and management.
<u>ENQUIRIES</u>	:	Dr D Abraham Tel No: (021) 938-9616
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 25/613</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS: 8 HOURS PER WEEK)</u> Chief Directorate: Metro Health Service (3-Year Contract)
<u>SALARY</u>	:	Grade 1: R501 per hour Grade 2: R572 per hour Grade 3: R662 per hour
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 2: A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 3: A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Applicants must have a valid APLS/PALS/NLS certificate. Provision of clinical outpatient and in-patient paediatric and HIV services at New Somerset Hospital. Provision of neonatal outreach and support to MOU's ARV services for children and adults, and paediatric ward and ambulatory care. Ability to be on call and availability for Emergency situations. Willing and able to work shifts when required. Willing and able to participate in after-hours duties when required. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's license. Competencies (knowledge/skills): Post-internship experience in general paediatrics and neonatology under on-site supervision of a registered paediatrician. Completion of / exemption from South African Community Service. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must be competent in provision of paediatric and neonatal resuscitation. Must be capable of providing comprehensive paediatric and neonatal emergency care in ambulatory and in-patient settings. Provision of high-standard paediatric and neonatal in-patient, out-patient and outreach services. Must be independent yet capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, writing of referral letters and complex medical reports. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy, and facilitate a biopsychosocial management framework. Appropriate experience managing patients living with HIV.

DUTIES

: Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Administration of patient statistics collection, ECCR patient management system and other WCG health applications. Effective and efficient administration of clinical services. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Clinically based formal and informal teaching and training of junior staff and undergraduate medical students.

ENQUIRIES

: Dr S Chippendale Tel No: (021) 402 6431 or email: sa-eeda.chippendale@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 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).