

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

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 11 November 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 38/136** : **DEPUTY DIRECTOR: COORDINATION SUPPORT (ELSENBURG) REF NO: AGR 50/2024**
- SALARY** : R849 702 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Change processes; Change management principles, methodologies and tools; Project management approaches, tools and phases of project lifecycle; Organisational transformation efforts; Ethics management; Skills needed: Organising and planning; Presentation; Listening; Relationship management; Influence and motivational; Written and verbal communication.
- DUTIES** : Ensure the development and review of the departmental transformation strategy, policies and practices; Manage and ensure the implementation of the transformation priorities processes and strategies; Ethics promotion and compliance management; Administrative and financial management functions.
- ENQUIRIES** : Mr P Rockman Tel No: (021) 808 5119 / Paul.Rockman@westerncape.gov.za

**DEPARTMENT OF HEALTH AND WELLNESS**

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

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

**OTHER POSTS**

- POST 38/137** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Medicine. **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 Medicine. **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 Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's license, willingness and ability to travel. Willingness to participate in a system of

- commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Verbal and written communication skills. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching of students, interns, medical officers and registrars' Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.
- ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 01 November 2024
- POST 38/138** : **REGISTRAR (RADIOLOGY) (X2 POSTS)**  
(X5-Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Valid driver's licence (Code B/EB). Willingness to work overtime when required. Each Registrar will be working from Groote Schuur Hospital but will be required to work across the platform. Current certificate of ATLS/ACLS. Part 1 FCRad (Diag) SA. Competencies (knowledge/skills): Research methodologies. Diagnostic Radiology experience and any additional experience in other fields of diagnostic imaging. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Experience in Internal Medicine or critical care under supervision of a Specialist. Diploma in Anaesthesia (DA) or DiP PEC. Interpersonal relationships, effective leadership and interpersonal skills. Knowledge and appropriate use of equipment. Knowledge and practical skills for safe general diagnostics radiology.
- DUTIES** : Provision of safe imaging services. Learn the art and science of diagnostic radiology and imaging. Earn clinical skills required by diagnostic imaging. Participate in academic activities and teaching responsibilities of the division. Supervision in diagnostic imaging. Involvement in research/ audits relating to diagnostic radiology and imaging. Ensure safety of personnel and patients. Assist with training of interns, medical students and nursing staff and provide input at meetings. Undertake a suitable research project for completion of an MMed degree. Performance appraisals/assessments.
- ENQUIRIES** : Prof S Moosa Tel No: (021) 404-4184
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- 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 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. \*Preference will be given to SA citizens/permanent residents with a valid identity document\*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration

requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii)Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.”

- CLOSING DATE** : 01 November 2024
- POST 38/139** : **REGISTRAR (MEDICAL) ORTHOPAEDIC SURGERY**  
(5 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital, Parow Valley (1 year on Worcester's establishment and thereafter at Tygerberg Hospital for 4 years)
- 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. Inherent requirement 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.
- DUTIES** : 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.
- ENQUIRIES** : Prof. J Du Toit Tel No: (021) 938-9266
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : 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.
- CLOSING DATE** : 01 November 2024
- POST 38/140** : **REGISTRAR (MEDICAL) (PSYCHIATRY) (X2 POSTS)**  
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital (X1 Post)  
Stikland Hospital (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	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. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but is required to work across the platform. Competencies (knowledge/skills): Appropriate supervised psychiatry experience post Community Service. Excellent clinical assessment and management skills. Good leadership and interpersonal skills. Knowledge and practical skills in psychiatry. Communication skills. Either a Diploma in Mental Health or FCPsych Part 1.
<b><u>DUTIES</u></b>	:	Provision of safe and comprehensive psychiatric care to inpatients and outpatients at Tygerberg Hospital, Stikland Hospital and associated training hospitals. 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. Assisting with the training of interns, medical students, nursing staff and multidisciplinary team members. Learning critical skills required of a psychiatric specialist. Involvement in research/audits relating to Psychiatry. Maintaining accurate and detailed patient records and adhering to the medicolegal requirement of the Mental Health Care Act and other relevant South African legislation.
<b><u>ENQUIRIES</u></b>	:	Dr K Louw Tel No: (021) 938-9116
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. 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.
<b><u>CLOSING DATE</u></b>	:	01 November 2024
<b><u>POST 38/141</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Swartland PHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: <b>Grade 3:</b> 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. <b>Grade 2:</b> 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. <b>Grade 1:</b> 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. Inherent requirements of the job: Valid (Code B/EB/) driver's licence and willingness to work at the clinics and hospital in the Swartland Sub-district. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Excellent clinical skills in terms of consultation. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES** : Develop psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CDCs and Clinics. Interventions include evidenced-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCS.

**ENQUIRIES** : Mr RA Christoffels Tel No: (022) 482-2729

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

**CLOSING DATE** : 01 November 2024

**POST 38/142** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**  
Chief Directorate: Metro Health Services

**SALARY** : R656 964 per annum

**CENTRE** : Karl Bremer Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration as a Professional Nurse with the South African Nursing Council (SANC). A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Will be required to do after hour hospital cover and Relief the Assistant Manager: Nursing when needed. Valid (Code B/EB) Driver's Licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to nursing practices, Health Care and Quality Improvement within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective organisational, interpersonal, leadership, decision making, conflict resolution skills and function under pressure.

**DUTIES** : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as the Operational Manager in the Mental Health setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functioning of the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms E. Linden-Mars Tel No: (021) 918-1224

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/143** : **OPERATIONAL MANAGER NURSING SPECIALTY (SPECIALTY AREA: OPD OPHTHALMOLOGY)**

**SALARY** : R656 964 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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: Ophthalmological Nursing. 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 in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938-4055  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 01 November 2024

**POST 38/144** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**  
 Overberg District

**SALARY** : R656 964 per annum  
**CENTRE** : Caledon Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

**DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed in relation to wellness of patients.

**ENQUIRIES** : Dr T Pillay Tel No: (028) 212-1070  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 01 November 2024

**POST 38/145** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
 Cape Winelands Health District

**SALARY** : R656 964 per annum  
**CENTRE** : Sandhills and Orchard Clinic (Breede Valley Sub District)  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post- basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource, financial policies and quality assurance policies. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.)

**DUTIES** : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols and improve quality of services and deliver a patient centered service. Facilitate the development of community participation programmes and facility-based services based on COPC principles. Liaise with relevant stakeholders including facility committees and community participation.

**ENQUIRIES** : Ms A Theron Tel No: (023) 348-1316

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

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates will be subjected to a competency-based assessment.

**CLOSING DATE** : 01 November 2024

**POST 38/146** : **CHIEF RADIOGRAPHER: GRADE 1 (DIAGNOSTIC) (CARDIOLOGY THEATRE)**

**SALARY** : Grade 1: R545 262 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Diagnostic). Registration with a Professional Council: Registration with the HPCSA as Radiographer (Diagnostic). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer (Diagnostic). Inherent requirements of the job: Render 40 - hours per week which includes after hour services as determined by the department. 24-hour call during the week and after hours and be responsible for covering after hour shifts as determined by the radiography management. Competencies (knowledge/skills): Thorough knowledge of radiation protection, radiographic techniques, quality assurance and equipment safety. Knowledge and training in Cardiology as a Diagnostic Radiography speciality. Good communication skills. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication, Radiology Information and Health Information Systems. Ability to manage and collate departmental statistics and supervise a subsection of the department. Ability to manage, supervise and organise Diagnostic Cardiology services. Must be able to work in a multidisciplinary team. Must have Cardiology theatre experience and skills as a Diagnostic Radiography speciality.

**DUTIES** : Responsible for the smooth running of the services in a sub-section of the department, office and after hours, and the delivery of a professional service to all patients. Produce, control, and participate in diagnostic images of high quality. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, care of equipment and suitable radiation protection always. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and attending of meetings.

**ENQUIRIES** : Ms B Dreyer Tel No: (021) 938-5918

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

**CLOSING DATE** : 01 November 2024

**POST 38/147** : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC) (ORTHOPAEDICS)**

**SALARY** : Grade 1: R545 262 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Radiographer (Diagnostic). Registration with a Professional Council: Registration with the HPCSA as Radiographer (Diagnostic).

Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer (Diagnostic). Inherent requirements of the job: Render 40 - hours per week which includes after hour services as determined by the department. 24-hour call after hours and be responsible for covering the shifts as determined by the radiography management. Competencies (knowledge/skills): Thorough knowledge of radiation protection, radiographic techniques, quality assurance and equipment safety. Ability to supervise and organise a unit. Knowledge in special Orthopaedic protocols will be an advantage. Good communication skills. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication, Radiology Information and Health Information Systems. Ability to manage and collate departmental statistics and supervise a subsection of the department. Must be able to work in a multidisciplinary team. Must have managerial experience and skills.

**DUTIES** : Responsible for the smooth running of the services in a sub-section of the department, office and after hours, and the delivery of a professional service to all patients. Produce, control, and participate in diagnostic images of high quality. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, care of equipment and suitable radiation protection always. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and attending of meetings.

**ENQUIRIES** : Ms B Dreyer Tel No: (021) 938-5918  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 01 November 2024

**POST 38/148** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD)**

**SALARY** : Grade 1: R520 560 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum Educational Qualification: Basic R425 qualification (i.e., degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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 development.

**ENQUIRIES`** : Ms F Baartman Tel No: (021) 938-4055  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/149** : **CLINICAL PROGRAMME COORDINATOR: COMPREHENSIVE HEALTH SERVICES**

West Coast District

**SALARY** : R520 560 per annum  
**CENTRE** : Cederberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (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 a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if and travel when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel).

**DUTIES** : Co-ordination and implementation of the sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 days strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Sub-district level. Provide oversight, supervision and support to health facilities iro the implementation of quality assurance policies, guidelines, protocols, norms and standards. Involvement with skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the primary health care services and outcomes in the sub-district.

**ENQUIRIES** : Ms A Kogana Tel No: (022) 814-0348  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 01 November 2024

**POST 38/150** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**  
 Chief Directorate: Metro Health Services

**SALARY** : R520 560 per annum  
**CENTRE** : Heideveld Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Attend to community needs after hours. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy. Experience in the use of clinical equipment and control of budget levels.

**DUTIES** : Effective execution and integrated management of all clinical (Nursing)services, complete and sign off statistics. Effective and efficient resource management. Financial planning and indirect control of expenditure; ensure ordering and control of stationery and consumables. Involvement in community outreach projects to achieve targets and health education of patients, public and staff. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Ensure evaluation and follow up of clients during clinic visits. Effective operational management at clinic level. Facilitation and implementation of COPC. Management & Promotion of Quality Assurance, Infection Control & Occupational Health and Safety. Community Participation and Support to Nursing Management.

**ENQUIRIES** : Mr S Menziwa Tel No: (021) 699-8729  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/151** : **CHIEF ARTISAN GRADE A**  
 Chief Directorate: Metro Health Services

**SALARY** : R455 223 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate trade test certificate in Electrical (high voltage) or Mechanical. Experience: Ten (10) years appropriate post qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Valid Code B/EB driver's licence.

- Willingness to perform standby duties after hours and over weekends/Public holidays and overtime when the need arises. Competencies (knowledge/skills): Values based-leadership skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Strong communication skills (written and verbal) with the ability to communicate effectively to both internal and external stakeholders. Strong organisational and problem-solving skills to support effective project management and the timely delivery of targets and outputs. Knowledge of the relevant legislative prescripts, policies and procedures.
- DUTIES** : Effective and efficient management of the Workshop including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance, repairs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks in order to achieve compliance with IHS, IPC and OHS norms and standards. Provide input, assistance and compile technical specifications, business plans, draft reports, submissions and perform other relevant administrative tasks.
- ENQUIRIES** : Mr B Hendricks Tel No: (021) 360-4513
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical/written/oral and competency assessment. The pool of applicants will be considered for any similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 01 November 2024
- POST 38/152** : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY: MOU) (X2 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R533 545 per annum
- CENTRE** : Macassar CHC (X1 Post)  
Michael Mapongwana CHC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy in MS office. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
- DUTIES** : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- ENQUIRIES** : Ms G Vianna Tel No: (021) 857 2330 (Macassar CHC)  
Ms K. Jacobs Tel No: (021) 363 2814 (Michael Mapongwana CHC)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the

day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Advanced Midwifery and Neonatal Nursing Science. The pool of applicants will be considered for other similar vacant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment and oral assessment.

<b><u>CLOSING DATE</u></b>	:	01 November 2024
<b><u>POST 38/153</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage emergencies.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<b><u>ENQUIRIES</u></b>	:	Ms S Vlok Tel No: (023) 348-1208
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<b><u>CLOSING DATE</u></b>	:	01 November 2024
<b><u>POST 38/154</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU HIGH CARE) (X2 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> 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 above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage emergencies.

**DUTIES** : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.

**ENQUIRIES** : Ms S Vlok Tel No: (023) 348-1208  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Critical Care Nursing: General with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 01 November 2024

**POST 38/155** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Advanced Midwifery & Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. 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 above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery & Neonatal Nursing Science. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Neonates and Paediatrics. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage neonatal emergencies.

**DUTIES** : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.

**ENQUIRIES** : Ms V Rulumeni Tel No: (023) 348-1496  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 01 November 2024

**POST 38/156** : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**  
West Coast District

**SALARY** : R444 036 per annum  
**CENTRE** : Vredenburg Hospital, Saldanha Sub-district  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in managing of staff in a health facility. Appropriate experience in all aspects of personnel management, labour relations and staff development, facility management and support services. PERSAL experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Government or departmental policies and legislation. Supervisory skills. Computer skills in (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Ability to meet needs and to recognize and respond to problematic matters. Good system management skills. Ability to work independently and part of a team. Good numerical skills. Ability to work under pressure.

**DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Human Resource Development, Human Resource Administration and sound Labour Relations within the Sub-District. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service within the Sub-district. Manage the Facility and Support Services of the hospital which comprise of the following areas: cleaning, porter services, transport, telecom services, security, workshop, laundry and linen services. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor-General and ensure that enquiries and action plans are done timeously. Manage and co-ordinate the SPMS system and PILIR processes.

**ENQUIRIES** : Mr R van Staden Tel No: (022) 814-0334  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test as part of the evaluation process. The pool of applicants will be considered for similar vacant posts within Vredenburg Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 01 November 2024

**POST 38/157** : **SENIOR TRAINING OFFICER (X2 POSTS)**  
Directorate: People Development Centre (PDC)

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town (based in Plumstead)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa or South African Council for Social Service Professions. Experience: Appropriate experience in training and facilitation. Appropriate experience in training material development and assessments. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health and wellness related topics. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of training material development and facilitation. Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge and understanding of HIV/AIDS, TB and STI's and other health and wellness related topics. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, PowerPoint and Excel.

**DUTIES** : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health and related counselling training courses both didactically and online. Deliver training on wellness and therapeutic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Develop and conduct training assessments. Conduct monitoring and evaluation activities in HIV/AIDS, TB and STI, counselling and health and wellness related training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

**ENQUIRIES** : Ms N Calvert Tel No: (021) 763-5336

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/158** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT UNIT (X2 POSTS)**

**SALARY** : R376 413 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in business management, technical support to medical managers, cost center, and database management with budgeting principles and planning. Competencies (knowledge/skills): Experience with ETL (extract, transform, and load) processes for Public Health Information data sources, such as Provincial Health Data Centre, FBU Studio, Clinical Business Intelligence, SYSPRO issues, Vulindlela-BAS, SINJANI, HECTIS, and Hospital Frameworks. Experience in Cost Centre Management and providing technical support for Business Management in a healthcare setting. Technical skills must include supporting medical managers and their teams with various projects, meeting presentations, ECM project knowledge, advanced MS Excel, MS Word, MS PowerPoint, MS Teams, MS SharePoint tools, MS Access, and publishing to Power BI.

**DUTIES** : Database development and maintenance for Business Management reporting to medical managers and department heads. This includes maintaining reporting mechanisms for integrated compliance tools and hospital frameworks. Providing technical support to medical managers and their teams with FBU Reports, meeting presentations, Electronic Content Management, Power BI Dashboard maintenance, and MS Office tools. Timely distribution of Business Management and Cost Centre reports, reflecting monthly expenditure trends, including budgets and variances. Developing electronic data collection tools for manual data reporting, budget and expenditure data, and tracking progress. Providing support for technical initiatives such as data monitoring reports and new projects.

**ENQUIRIES** : Mr A Ndzondo Tel No: (021) 404-5128

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/159** : **PROJECT ADMINISTRATOR: SUPPORT SERVICES**  
 Directorate: Information Technology (Tygerberg Hospital: C11West HIS Application Centre, Cape Town)

**SALARY** : R376 413 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Project Management/ Office admin/finance/business/Administration qualification. Experience: Appropriate experience in an ICT Project and Finance Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): ICT Project Management and Financial Management frameworks and processes. An understanding of ICT and other relevant Financial/Budgeting legislation and policies. An understanding of ICT and Financial Governance. A high level of computer literacy (Advanced MS Office incl Power BI). Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to assist with management of vendor contracts and SLA's. Budgeting and financial management skills. Analytical and strategic thinking.

**DUTIES** : Provide high level project management and administrative support services for health ICT projects. Assist to co-ordinate and implement ICT Project budgets and financial management in the Component. Assist to develop and implement the ICT Strategic and as well as Financial

Operational including Budget plans for the Directorate. Assist to manage and key ICT Financial Risks. Provide administrative support to monitor and evaluate vendor performance against contracts and Service Level Agreements. Responsible for overall financial administration process as well as expenditure tracking, monitoring, and reporting. Attend to development of data analytics tools and SharePoint administration. Ensure implementation of protocols pertaining to Human Resource and Supply Chain Management activities. Development of Office administrative systems, information, and records management. Responsible for stakeholder management (both internal & external). Provision of high-level secretarial support service to the component and Directorate in meetings, and logistics coordination.

**ENQUIRIES** : Mr S Dlakana Tel No: (021) 483-6884

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

**NOTE** : No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

**CLOSING DATE** : 01 November 2024

**POST 38/160** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES (PERSONNEL ADMINISTRATION)**

**SALARY** : R376 413 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Human Resource Management related field. Experience: Appropriate Supervisory experience. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint. Knowledge and experience of PERSAL and their relevant functions.

**DUTIES** : Management and supervision of staff within the Personnel Office, the incumbent will also be expected to do relief duties in areas where a need is identified. Handling of HR Transversal matters within the Department such as Special Leave, salary recalls and management of overtime authorizations for the Institution. Manage, plan and co-ordinate the Personnel Office with regards to implementation and adhering to relevant policies, procedures, prescripts. Provide assistance to clients, personnel, management and supervisors. To also perform Ad hoc tasks. Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, complete and follow up compliance investigations. Development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Investigate grievances about service benefits and SPMS. Monitor and ensure compliance/quality.

**ENQUIRIES** : Mr M Leokame Tel No: (021) 938-4535

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

**CLOSING DATE** : 01 November 2024

**POST 38/161** : **SENIOR ADMINISTRATIVE OFFICER: INFRASTRUCTURE SOURCING (X2 POSTS)**  
 Directorate: Supply Chain Sourcing  
 Sub-directorate: Infrastructure Sourcing

**SALARY** : R376 413 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage; The procurement processes prescribed by the Construction Industry Development Board; The local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid driver’s licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g., plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.

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

**ENQUIRIES** : Ms. P Snell, email: [Priscilla.Snell@westerncape.gov.za](mailto:Priscilla.Snell@westerncape.gov.za)

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

**NOTE** : CV's should address experience and knowledge extensively with regard to duties above. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 01 November 2024

**POST 38/162** : **INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY UNIT)**

**SALARY** : R376 413 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: A National Diploma, (T, S or N Stream) in Mechanical Engineering or Electrical or a B-tech degree in Mechanical Engineering or Electrical Engineering. Experience: Appropriate previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Inherent requirements of the job: Valid driver's license (Code B/EB) and own reliable transport in order to handle call-out duty. Willing to work overtime. Do standby duties and handle after hour calls. Willing to work within all Clinical Engineering disciplines. Competencies (knowledge/skills): Knowledge of medical imaging equipment maintenance is essential. Ability to fault-find and repair electro-mechanical, mechanical and full electronic medical imaging equipment. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability and experience to manage plan and organise maintenance schedules. Possess accurate technical ability and insight in order to solve problems. Excellent ability to fault-find and repair down to component level. Computer literacy. Good communication skills.

**DUTIES** : Carry out maintenance, repairs, routine inspection and evaluation of medical imaging and related hospital equipment. General administrative duties as required by Clinical Engineering i.e., Write reports, specifications and record keeping of departmental activities and of medical equipment. Manage service contracts. Liaise with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Compile technical specifications for medical imaging equipment. Adhere to all hospital and legal requirements, protocols and procedures.

**ENQUIRIES** : Mr JD du Preez Tel No: (021) 938-4634

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

**NOTE** : Short-listed candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 01 November 2024

**POST 38/163** : **EMS SHIFT LEADER GRADE 3 TO 6**  
Chief Directorate: Emergency and Clinical Service Support

**SALARY** : Grade 3: R317 751 per annum  
Grade 4: R376 596 per annum  
Grade 5: R455 079 per annum  
Grade 6: R 558 714 per annum

**CENTRE** : Emergency Medical Services, Eastern District (Metropole)

**REQUIREMENTS** : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South



Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Valid Code C1 driver's license. Current Professional driver's permit. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of Emergency Care protocols. Computer literacy in the MS Office package. Report writing skills. Physically fit and able.

- DUTIES** : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.
- ENQUIRIES** : Mr M Petersen (District Manager – Eastern District) Tel No: (021) 816-8807
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 01 November 2024

**POST 38/164** : **PERSONAL ASSISTANT**  
Chief Directorate: Metro Health Services

- SALARY** : R308 154 per annum
- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organisational skills.

- DUTIES** : Render a secretarial service to the Chief Executive Officer. (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the CEO including typing of minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good record keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the CEO and ensure prioritizing of important meetings. Ensure responsible co-ordination of the CEO's meetings i.e., logistics arrangements, venues etc. Support the CEO with the administration of the Budget and Supply chain including maintenance of Equipment and ensuring office equipment is operational.

- ENQUIRIES** : Mr D Binza Tel No: (021) 360-4520
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 01 November 2024

**POST 38/165** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Directorate: Business Development (Strategic Purchasing)

- SALARY** : R308 154 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics as a passed subject. Experience: Appropriate administrative experience. Appropriate Legal, financial

or similar commercial experience. Inherent requirement of the job: Valid driver's (Code B) licence. Competencies (knowledge/skills): Intermediate-to-advanced computer proficiency in MS Office (Word, Excel, Outlook and PowerPoint) and MS Power Platform. Knowledge of basic contractual and legal compliance frameworks. Ability to work co-operatively with colleagues and stakeholders but also to work independently. Very good written and verbal communication ability (in English).

**DUTIES** : Provide technical support for strategic projects and proposals, with a focus on contracting. Conduct research activities and update and maintain databases. Render administrative support and assist with projects. Management of support staff.

**ENQUIRIES** : Mr MA. Moosajee at (084) 612-0391

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

**NOTE** : No payment of any kind is required when applying for the post. A competency test will form part of the selection process.

**CLOSING DATE** : 01 November 2024

**POST 38/166** : **INDUSTRIAL TECHNICIAN GENERAL (CLINICAL ENGINEERING: IMAGING WORKSHOP)**  
Clinical Engineering, Goodwood (Imaging Section)

**SALARY** : R308 154 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualifications: National Diploma in Electrical (Light Current) Engineering (T; S or N stream) or Mechatronics or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on electrical equipment. Appropriate experience in the repairs on the following equipment would be preferred: Medical X-Ray and Ultrasound. Inherent requirement of the job: Valid driver's license (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.

**DUTIES** : To carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Imaging) equipment. Give training to End-user on Imaging equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and Health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaise with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of manager in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.

**ENQUIRIES** : Mr JFC Liebenberg Tel No: (021) 590-5016

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/167** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (MALE WARD)**  
West Coast District

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

**CENTRE** : Swartland Hospital, Swartland SD

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team.

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

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

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/168** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**  
Garden Route District

**SALARY** : Grade 1: R250 947 per annum  
Grade 2: R290 436 per annum  
Grade 3: R313 308 per annum

**CENTRE** : Garden Route District Office

**REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirements of the job: Have a valid driver’s license. Ability to report for duty at any facility in the George Subdistrict. The use of a government vehicle will be provided for duties as required by District Office in the Garden Route. Work after hours as needed. Willingness to work as an Indirectly Supervised Pharmacist’s Assistant in Primary Health Care Dispensaries in George Sub-district. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Appropriate knowledge of Essential Medicines Lists and Treatment guidelines and the WCGHW Provincial Code List of Approved Medicines to enable the candidate to work as an Indirectly Supervised Pharmacist’s Assistant in Primary Health Care Dispensaries. Proficient in the use of MS Office applications (including Excel, Word, Outlook and Teams) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage.

**DUTIES** : The successful candidate will be expected to assist with the implementation of programs for the improvement of Pharmacy Services for the Garden Route District. This will include travelling to various locations within the Garden Route from the District Office in George. Support to facilities in George Subdistrict will be provided by the successful candidate for periods of time in the capacity as a Post Basic Pharmacist Assistant as determined by the needs of Garden Route District Office and George Subdistrict Pharmacy Services. Duties included will be working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the George Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

**ENQUIRIES** : Ms G De Swardt Tel No: (044) 803-2704

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

**NOTE** : No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency (assessments/proficiency) 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 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)" Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed.

- CLOSING DATE** : 01 November 2024
- POST 38/169** : **ADMINISTRATION CLERK: ADMISSIONS (SUPPORT) (GENERIC)**  
Garden Route District
- SALARY** : R216 417 per annum  
**CENTRE** : Ladismith Clinic, Oudtshoorn/Kannaland Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Inherent requirements of the job: Appropriate Experience in PHCIS. Valid driver's license(manual) and willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team. Computer literacy.
- DUTIES** : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.
- ENQUIRIES** : Ms S Labuschagne Tel No: (028) 551-1010  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
- CLOSING DATE** : 01 November 2024
- POST 38/170** : **ADMINISTRATION CLERK: ADMISSIONS**  
West Coast District
- SALARY** : R216 417 per annum  
**CENTRE** : Citrusdal Hospital, Cederberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administration experience in a health environment. Inherent requirements of the job: Computer literacy (MS Word and Excel). Valid (Code B/EB) driver's license. Good interpersonal and communication skills. Good organizing skills. Competencies (knowledge/skills): Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines.
- DUTIES** : Admissions namely, complete admission forms of patients, registering the patients on system, check midnight stats, draw reports on Delta 9 and check the casualty register. Fees namely, billing of accounts and follow-up of accounts. Cashier/switchboard namely, receive and deposit monies, operating switchboard, monitoring telephone printouts, assume duties of fees and other admissions clerks in their absence. Ability to use stock and equipment effectively namely, check stock as required and using stores and equipment effectively. Take part in human resource development opportunities namely, take part in training, identify training requirements and provide training where/when required.
- ENQUIRIES** : Mr. S Cupido Tel No: (022) 921-2153  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : 01 November 2024

**POST 38/171** : **ADMINISTRATION CLERK: SUPPORT SERVICES**  
 Directorate: Information Technology

**SALARY** : R216 417 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management and Technology. Competencies (knowledge/skills): Understand certain governance processes and best practices within Systems Development and Information Technology. Knowledge and experience in Supply Chain Management processes and procurement. Knowledge and experience in SharePoint and Content Management. Knowledge and experience in Project Administration. Computer literacy (MS Word, Excel, PowerPoint, Teams and Outlook).

**DUTIES** : Perform and assist in an administrative role for the Systems Development component within Directorate Information Technology. Support the Systems Development team with certain administrative functions (Office management, HR practices, Supply Chain Management processes). Assist with project administration for the Systems Development component (project meetings, meeting minutes, project progress reports, project expenditure reports. Support the Systems Development component with document management on SharePoint. Complete, process and log calls for certain IT service requests as required by the team.

**ENQUIRIES** : Ms N Jamal, Email Address: [Nabila.Jamal@westerncape.gov.za](mailto:Nabila.Jamal@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 01 November 2024

**POST 38/172** : **PERSONNEL OFFICER: EMPLOYEE BENEFITS**  
 Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum  
**CENTRE** : Klipfontein/Mitchell's Plain Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: National Senior certificate or equivalent. Experience: Appropriate experience in Personnel administration. Appropriate experience in the PERSAL system. Competencies (knowledge/skills): Basic Computer literacy. (MS office). Basic understanding of Human Resource Management. Knowledge of the human resource prescripts in the Public Service. Good communication and interpersonal skills.

**DUTIES** : Handle all aspects pertaining to salary matters. Processing of overtime, night shift, housing and other allowances. Personnel administration with regard to appointments and exits. Pensions administration. Auditing of personnel files. Handle telephonic and written enquiries and support to the supervisor.

**ENQUIRIES** : Ms F Lee Tel No: (021) 370-5109  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/173** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**  
 Chief Directorate: Metro Health Services

**SALARY** : R216 416 per annum  
**CENTRE** : Mowbray Maternity Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy 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 Supply Chain Management or Procurement. Competencies (knowledge/skills): Knowledge LOGIS and EPS Systems would be advantageous. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department (specifically procurement prescripts). Computer literacy (MS Word, Excel, PowerPoint) Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team.

**DUTIES** : Perform tasks related to procurement administration such as inviting of quotes for supply of goods and services. Assist end-users with compilation of specifications. Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Assist with annual inventory

stocktaking. Communicate and draft minutes for the Quotation Committee. Monthly SCM reporting. Provide support to Manager and assist within the Supply Chain Component.

**ENQUIRIES** : Ms N Mzukwa Tel No: (021) 659-5559

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/174** : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X2 POSTS)**

**SALARY** : R216 417 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics 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 a Fees or Hospital environment. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Ability to work under pressure. Strong sense of confidentiality. The ability to accept responsibility, accountability and work independently. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS, Clinicom and Finance Instructions.

**DUTIES** : Reception tasks. In-patient and out-patient administration functions according to PWGC policies and procedures. Clinicom and billing duties. Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Attending to patient queries (both verbal and written). Covering for colleagues in areas.

**ENQUIRIES** : Mr MD Windvogel Tel No: (021) 404-3008

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/175** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (COST CENTERS)**

**SALARY** : R216 417 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Financial and Management Accounting. Competencies (knowledge/skills): Computer literacy (i.e. Ms Word, Excel, and PowerPoint). Functional knowledge of financial accounting systems. Office management skills, including minute taking and other office related etiquette. Ability to work with a high degree of accuracy and under pressure. Good communication skills (verbal and written). High ethical standards and professionalism as incumbent will have access to sensitive information.

**DUTIES** : Maintain Cost Center Coding System. Reconcile main expense accounts and feeder systems. Office Administration, data capturing and reporting. Effective financial administration of cost centers in rue of materials management system. Assist with completion of FBU reports.

**ENQUIRIES** : Ms C Cookson Tel No: (021) 938-6240

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/176** : **ADMINISTRATION CLERK: ADMISSIONS**  
Garden Route District

**SALARY** : R216 416 per annum

**CENTRE** : Knysna Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post.

Experience: Appropriate experience in patient administration / admissions at a hospital. Inherent requirements of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written). Numerical skills and the ability to maintain confidentiality. Knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the CLINICOM system. Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

**ENQUIRIES APPLICATIONS** : Mr O Nondala Tel No: (044) 302-8408  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/177** : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT)**

**SALARY** : R216 417 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (CLINICOM and AR Systems), Finance Instructions, PFMA and Treasury Instructions. Good communication skills and interpersonal abilities. Strong sense of confidentiality.

**DUTIES** : Fees revenue and follow-up administration functions according to PWGC policies and procedures. Collect revenue on outstanding hospital accounts. Provide debt relief. Perform main cashier, general fees administration and account related duties. File, compile stats and perform relief duties. Liaise with patients, all categories of staff and external bodies. Covering for colleagues in areas.

**ENQUIRIES APPLICATIONS** : Ms Z Stewart Tel No: (021) 404-2217  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/178** : **STAFF NURSE: GRADE 1 TO 3 (INTERNAL MEDICINE)**  
Chief Directorate Rural Health Services

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

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

**DUTIES** : Development and implementation of basic patient care plans and risk assessment tools. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical

standards and self-development and participate in research. Professional and ethical conduct and support.

**ENQUIRIES** : Ms AL Solomons Tel No: (021) 860-2522

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/179** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**  
Chief Directorate: Emergency And Clinical Services Support

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

**CENTRE** : Forensic Pathology Service, Mossel Bay Laboratory

**REQUIREMENTS** : 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: A Valid (Code B/EB) driver's license. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. 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): Computer and software literacy. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Will be required to deliver testimony in court proceedings. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Appropriate Forensic Pathology Service experience.

**DUTIES** : Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

**ENQUIRIES** : Mr L Smith Tel No: (044) 813-1890, email: [Lester.Smith@westerncape.gov.za](mailto:Lester.Smith@westerncape.gov.za)

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

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and driver's test. Candidates will be subjected to a Security clearance prior to appointment.

**CLOSING DATE** : 01 November 2024

**POST 38/180** : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL) (X7 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R227 070 per annum

**CENTRE** : False Bay Hospital

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.

**DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Assist Patients with activities of



daily living, which includes, nutritional status, mobility and elimination needs. Maintaining professional growth, ethical standards and self-development. Record keeping. Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES APPLICATIONS** : Ms B Tyutu Tel No: (021) 782-1121/ Ms L Shoosmith Tel No: (021) 782-1121

**NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

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

**CLOSING DATE** : 01 November 2024

**POST 38/181** : **NURSING ASSISTANT GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R227 070 per annum

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

**DUTIES** : Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

**ENQUIRIES APPLICATIONS** : Ms Q Dlwati Tel No: (021) 508-7415

**NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

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

**CLOSING DATE** : 01 November 2024

**POST 38/182** : **OPERATOR: MILK KITCHEN (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R155 148 per annum

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience working in a milk kitchen in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. The willingness and ability to rotate between workstations within the Feed Prep unit. The ability to lift and move heavy objects (Supplies,

prepared bottle feedings) and be able to stay on their feed for long periods of time. Competencies (knowledge/skills): The ability to prepare formula feedings according to prescribed in instructions. The knowledge and skills to operate and clean all service equipment. Sound knowledge of a Feed Prep environment. Good interpersonal skills.

**DUTIES** : Responsible for the preparation, storage and distribution of formula feeds. Manage the utilization of all resources effectively and report all broken equipment. Pasteurization of donated expressed breast milk as well as issuing. Maintaining general hygiene in the Feed Prep area and follow and safety directives for the use of all equipment. Assist with the informal in-service training of new employees to the Feed Prep area.

**ENQUIRIES** : Ms K La Grange Tel No: (021) 659-5594  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/183** : **HOUSEHOLD AID (X2 POSTS)**

**SALARY** : R131 265 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment.

**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.

**ENQUIRIES** : Ms M Wehr Tel No: (021) 404-4052  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 01 November 2024

**POST 38/184** : **CLEANER**  
West Coast District

**SALARY** : R131 265 per annum  
**CENTRE** : Diazville CDC, Saldanha Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Cleaning experience. Inherent requirements of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices.

**DUTIES** : General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls). Adhering to safety precautions and ensure adherence to occupational health and safety policies. Support Waste Management. Provide clean linen for consultation rooms and manage clean soiled linen. Effective and efficient utilization and storage of cleaning material and equipment. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

**ENQUIRIES** : Ms M Swanson Tel No: (022) 736-2033  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Saldanha Sub-district for a period of 3 months from date of advert.  
**CLOSING DATE** : 01 November 2024

**POST 38/185** : **LAUNDRY AID**  
Chief Directorate: Metro Health Services

**SALARY** : R131 265 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in laundry services in a hospital/health environment. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.

**DUTIES** : Collecting, Sorting and Weighing of dirty, soiled linen. Machine and Equipment operation, sluicing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Support to supervisor and willingness to rotate in other departments.

**ENQUIRIES** : Mr R Cupido Tel No: (021) 571-8040  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/186** : **FOOD SERVICES AID**  
Chief Directorate: Metro Health Services

**SALARY** : R131 265 per annum  
**CENTRE** : Metro TB Centre  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Valid Driver's Licence (code B/EB). Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge and understanding of the basic food groups and cooking methods. Ability to be trainable in preparing of normal and therapeutic diets.

**DUTIES** : Rendering of food services. Apply occupational health and safety measures. Effective utilization of stock and equipment. Prepare, cook and serve meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Ability to prepare food according to standardised recipes. Ability to be trainable in preparing of normal and therapeutic diets. Following and adhere to Health and Safety Regulations.

**ENQUIRIES** : Ms X Witbooi Tel No: (021) 508-7450  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 01 November 2024

**POST 38/187** : **TRADESMAN AID**  
Garden Route District

**SALARY** : R131 265 per annum  
**CENTRE** : Kannaland Sub-district, Ladismith CDC  
**REQUIREMENTS** : Minimum educational qualification: NQF 3 (Grade 10) or equivalent. Experience: Sound knowledge of hospital plant, laundry equipment and machinery. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arises, day or night, and perform standby duties. Valid (Code B/EB) driver's license Willingness to travel and work at all Public Health Institutions within the Kannaland Sub-district. Competencies (knowledge/skills): Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate effectively both verbal and written.

**DUTIES** : Assist with minor routine Maintenance and elementary repairs of equipment, plant, and tools. Assist with minor maintenance and repairs with regard to Electrical, Mechanical, Plumbing, Building and Infrastructure projects. Ensure an organised and neat workshop / office space.

Assist with Job Requisitions and basic administrative duties and functions. Ensure that all tools and materials are available before commencing. Support to Supervisor.

**ENQUIRIES** : Mr E Adcock Tel No: (028) 551-1010

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

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

**CLOSING DATE** : 01 November 2024

**POST 38/188** : **HOUSEHOLD AID**  
Chief Directorate: Metro Health Services

**SALARY** : R131 265 per annum

**CENTRE** : Khayelitsha District Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning in a hospital or health environment. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Good communication and interpersonal skills. Ability to work in a team environment and independently.

**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.) Assist in performing ad-hoc duties within the hospital.

**ENQUIRIES** : Mr. DW Brecht Tel No: (021) 360-4635

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

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

**CLOSING DATE** : 01 November 2024

## **DEPARTMENT OF INFRASTRUCTURE**

### **MANAGEMENT ECHELON**

**POST 38/189** : **DIRECTOR: OPERATIONAL SUPPORT REF NO: DOI 167/2024**

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate qualification at NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Proven knowledge and understanding of the following: Provincial executive support systems and services; Policy development processes; Public communication, public education, public engagement and discourse management processes; Policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human rights issues pertinent to the Department; Strategy development, strategy management and strategy monitoring and review processes. Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent networking and network formation skills; Strong conceptual and formulation 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 (verbal and written); Outstanding planning, organising and people management skills. Personal Attributes: A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients.

**DUTIES** : Line Management will entail the following: Render a departmental communication service; Facilitate departmental responsibilities in respect of occupational health and safety and security; Ensure the rendering of ICT, Human Capital, Corporate Assurance, Legal and Communication support services to the department by CSC, in terms of the provisions of the relevant service level agreement and departmental responsibilities in respect of Human Rights facilitation. Strategic Management will entail the following: Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the Department's and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objective and standards; Report to the Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management; Financial Management; Promote ethical conduct and culture.

**ENQUIRIES** : Mr. R Maharaj Tel No: (021) 483 4123  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

#### **OTHER POSTS**

**POST 38/190** : **CHIEF ENGINEER: ROADS PROGRAMME COORDINATION REF NO: DOI 160/2024**

**SALARY** : Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract-, management and scope monitoring during construction; Project coordination, reporting and resource management; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and

analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

**DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

**ENQUIRIES** : Azni November at 076 816 4564

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

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

**CLOSING DATE** : 11 November 2024

**POST 38/191** : **CHIEF ENGINEER: ROAD ASSET MANAGEMENT REF NO: DOI 161/2024**

**SALARY** : Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed).

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Recommendation: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Experience of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies, plans and policies related to the management of road infrastructure; Exposure of human resource-, supply chain-, contract-, management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software /databases programs HDM4, dTIMS, IQMS; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

**DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

**ENQUIRIES** : Azni November at 076 816 4564

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

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

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

**CLOSING DATE** : 11 November 2024

**POST 38/192** : **CHIEF ENGINEER (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: DOI 163/2024**

**SALARY** : Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed).  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in Electrical Engineering; A minimum of 6 years post qualification experience required as a registered Professional Engineer; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving license (Code B or higher). Recommendation: Willingness to travel on a regular basis. Competencies: Knowledge and experience of the following: Electrical Engineering Services (Electrical reticulation, fire detection and protection, renewable energy, etc) systems; Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Public sector procurement; Ability to work under pressure.

**DUTIES** : Design and installation of electrical engineering works for Education Facilities in conjunction with other professional disciplines and consulting engineering firms: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the electrical and mechanical engineering works for both maintenance and capital projects; Supervise technical personnel ensure training and development of staff; Implement legal requirements and standards: Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology ; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

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

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

**CLOSING DATE** : 11 November 2024

**POST 38/193** : **CHIEF ENGINEER: REGIONAL ROAD MANAGEMENT REGION 1 (PAARL) REF NO: DOI 165/2024**

**SALARY** : Grade A: R1 200 426 per annum, (all-inclusive salary package), (OSD as prescribed)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate 4-year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer; A Minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Competencies: Thorough knowledge of the following: All relevant legislation, regulations and policies related to Provincial Proclaimed Roads; Road maintenance and construction of surface and gravel roads; Project management, budget-and financial management; HR- financial, supply chain, mechanical and workshop management; Written and verbal communication skills; Strategic leadership and thinking capabilities.

**DUTIES** : Responsible for the execution of relevant acts, regulations and road related specifications and policies; Manage all DRE Office resources (e.g. Human resources, financial matters, supply chain management and mechanical fleet including workshops, budgets and spending);Management of the maintenance and construction of the road infrastructure network within Region 1, as well as protecting the Provincial road reserve; Manage Cape Winelands, Overberg & West Coast DM as agents for the Department

**ENQUIRIES** : Ms Marilise van Wyngaardt Tel No: (021) 959 7700

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

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

**CLOSING DATE** : 11 November 2024

**POST 38/194** : **PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) - HEALTH INFRASTRUCTURE REF NO: DOI 166/2024**

**SALARY** : Chief Engineer - Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed);  
 Chief Architect – Grade A: R 1 042 170 per annum, all-inclusive salary package, (OSD as prescribed);  
 Chief Quantity Surveyor – Grade A: R 1 042 170 per annum, all-inclusive salary package, (OSD as prescribed);  
 Chief Construction Project Manager – Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed);

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a Professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; A minimum of 6years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field); A minimum of 6years post qualification experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager; A valid driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project/programme Management. Competencies: Knowledge of the following: Act/regulations of Occupation Health &Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation: Programme/project management, research and planning procedures. Skills in the following: Financial management; Project management, formulation of policies in a multi-disciplinary professional environment;



**DUTIES** : Leadership, communication, organising and teamwork; Conflict management; Verbal and written communication. Ability to work under pressure and meet deadlines; Ability to work in a team. Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

**ENQUIRIES APPLICATIONS** : Mr E du Plooy at email: Etienne.duPlooy@westerncape.gov.za  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

**POST 38/195** : **CONTROL ENGINEERING TECHNOLOGIST: ROAD PROGRAMME COORDINATION REF NO: DOI 149/2024 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : Grade A: R873 840 per annum, all-inclusive salary package, (OSD as prescribed).  
 : Department of Infrastructure, Western Cape Government  
 : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff / teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract-, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication(written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

**DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

**ENQUIRIES APPLICATIONS** : AK November at 076 816 4564  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

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

**CLOSING DATE** : 11 November 2024

**POST 38/196** : **DEPUTY DIRECTOR: CORPORATE SERVICE MANAGEMENT REF NO: DOI 168/2024**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: People Management policies and prescripts; National and Provincial Treasury Regulations; Verbal and written communication skills; Proven computer literacy (MS Word, Excel, Power Point and Outlook); Ability to lead a team and People Management skills; Ability to work under pressure and to meet deadlines.

**DUTIES** : Support the HOD and Senior Management in respect of the operational management of the departments working relationship with the Corporate Service Centre; Serve as nodal point for the appointment of members of prescribed departmental committee and manage logistical arrangements; Serve as nodal point for prescribed departmental plans; Serve as nodal point for the distribution of general CSC communication/ information as required; Monitor, assess and report on the service delivery of the CSC to the department in terms of the SLA; Facilitate and administer the following: Follow up with the CSC; Departmental human rights responsibilities; Staff Performance Management System process; Manage the discipline of staff.

**ENQUIRIES** : Mr R Maharaj Tel No: (021) 483 4123

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

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

**CLOSING DATE** : 11 November 2024

**POST 38/197** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: DOI 92/2024 R1**

**SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)

Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)

Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification in Civil/Structural engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; Or have submitted with ECSA for professional registration as a Professional Engineer and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and

Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

**DUTIES** : Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation, etc. as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES** : Ms M Greeff at Mercia.Greeff@westerncape.gov.za

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

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

**CLOSING DATE** : 11 November 2024

**POST 38/198** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME COORDINATION REF NO: DOI 152/2024 (X3 POSTS)**

**SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)  
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)  
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : Engineering Degree B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer or have submitted with ECSA for professional registration as a Professional Engineer (proof of payment to be submitted with application is required) Note: Compulsory registration with ECSA as a Professional Engineer must be obtained within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract-, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES** : Mr A November at 076 816 4564

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

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ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 11 November 2024

**POST 38/199** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 157/2024**

**SALARY** : Grade A: R721 476 - R774 267 per annum  
Grade B: R821 142 - R876 018 per annum  
Grade C: R925 146 - R1 084 368 per annum  
(Salary will be determined based on post registration experience as per the OSD prescript)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate Bachelor's Degree in quantity surveying or relevant qualification; A minimum of 3 years appropriate post qualification Professional Quantity Surveying experience; Compulsory registration with the SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Quantity Surveying processes and skills, cost control, cost management; Construction documentation and administration of NEC and JBCC contracts; Microsoft Office suite with proven computer literacy Programme and project management principles; Quantity Surveying legal and operational compliance; Quantity Surveying operational communication; Financial management principles; Computer-aided measuring and costing applications; Technical consulting; Professional judgment; Problem solving, analysis and decision making; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management. Skills in the following: Communication, organising and teamwork; Verbal and written communication; Ability to work under pressure and meet deadlines; Self-motivated.

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

**ENQUIRIES** : Lishya Kirpal Tel No: (021) 483 5259

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

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

**CLOSING DATE** : 11 November 2024

**POST 38/200** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 164/2024**

**SALARY** : Grade A: R721 476 per annum, (Salary will be determined based on post registration experience as per the OSD prescript)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African

Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid Code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

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

**ENQUIRIES APPLICATIONS** : Mr E du Plooy at email: [Etienne.duPlooy@westerncape.gov.za](mailto:Etienne.duPlooy@westerncape.gov.za)  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

**POST 38/201** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROADS SYSTEM INFRASTRUCTURE REF NO: DOI 57/2023 R1 (X4 POSTS)**

**SALARY** : Grade A: R429 930 - R462 084 per annum  
Grade B: R486 543 - R522 741 per annum  
Grade C: R556 080 - R654 252 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving licence. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, road/bridge/ culvert construction and/or maintenance experience of surface and gravel roads; Experience in asset management and/or data collection processes of roads infrastructure; Exposure to project management, budget and financial management of engineering projects; Exposure to IT systems and the development of systems for engineering applications; Further studies or formal courses; Experience and good command across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

- DUTIES** : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
- ENQUIRIES** : Mr J Neethling at (073) 952 9707
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/202** : **ASSISTANT DIRECTOR: MONITORING COMPLIANCE AND PERFORMANCE**  
**MANAGEMENT REF NO: DOI 158/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in a supply chain management, finance, auditing, accounting, legal, compliance monitoring or investigations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Project management; Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision-making; Team membership.
- DUTIES** : Assist in the implementation of an effective supply chain management system by verifying that departmental policies, processes and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in the supply chain management legislative environment; Report relevant supply chain information to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements as it relates to suppliers, the supply chain management unit and supply chain management related activities of the department; Performing activities to contribute to the measuring performance of suppliers, the supply chain management unit and the department's achievement of supply chain management objectives by assessing compliance with supply chain management processes, vetting suppliers for compliance, and testing general supply chain management compliance and monitoring supply chain management systems; Conduct an annual supply chain management risk assessment and monitor the performance of supply chain management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Perform monitoring, investigative, and analytical activities relating to supply chain management governance, complaints, enquiries, appeals, PAIA requests, Cession applications, Conflict of interest cases as well as reporting progress on these activities, recommendations on remedial actions, and status of cases on the system of prevention of supply chain management abuse; Develop and review departmental policies, Instructions applicable to supply chain management conduct internal awareness sessions as well as for contractor information sessions, and perform audit task team activities in collating, quality assurance and timely submission of information.
- ENQUIRIES** : Ms R Marks Tel No: (021) 483 8520
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the

employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 11 November 2024
- POST 38/203** : **CHIEF WORKS INSPECTOR (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: DOI 159/2024**
- SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.
- DUTIES** : Deliver infrastructure maintenance, upgrading and minor new work of education facilities; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
- ENQUIRIES** : Mr N Nolan Tel No: (021) 483 5362  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/204** : **ADMINISTRATION CLERK: EDUCATION INFRASTRUCTURE REF NO: DOI 162/2024**
- SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team.
- DUTIES** : Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.
- ENQUIRIES** : Mr P Williams Tel No: (021) 483 4573  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

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

**CLOSING DATE** : 11 November 2024

**POST 38/205** : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (MALMESBURY)**  
**REF NO: DOI 05/2024 R1**

**SALARY** : R183 279 per annum (Level 04)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

**DUTIES** : Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

**ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

**POST 38/206** : **ROAD WORKER: ROUTINE MAINTENANCE REF NO: DOI 154/2024 (X2 POSTS AVAILABLE IN LEE-GAMKA AND KLAARSTROOM)**

**SALARY** : R155 148 per annum (Level 03)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities; Willing to sleep out utilizing caravans. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

**DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES** : Mr R du Preez Tel No: (023) 415 2611  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or 3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).



**NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 11 November 2024

**POST 38/207** : **ROAD WORKER: ROUTINE MAINTENANCE REF NO. DOI 156/2024 (X2 POSTS AVAILABLE IN DE RUST)**

**SALARY** : R155 148 per annum (Level 03)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities; Willing to sleep out utilizing caravans. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

**DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES APPLICATIONS** : Mr E Fredricks Tel No: (044) 272 2992  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 11 November 2024

#### **WESTERN CAPE MOBILITY DEPARTMENT**

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

**CLOSING DATE** : 11 November 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries

relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POST

<b><u>POST 38/208</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 02/2024 R1</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent with Accountancy or Mathematics as passed subjects; A minimum of 6 years appropriate experience in financial accounting. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills required: Computer; Planning and organising; Language; Good Verbal and written communication.
<b><u>DUTIES</u></b>	:	Debt management; Disclosures in the financial statements and reporting; Supervise employees to ensure an effective financial accounting service; Monitoring and reporting on receivables; Assist with effective and efficient salary deduction system; Assist with Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system.
<b><u>ENQUIRIES</u></b>	:	Ms R Davids Tel No: (021) 483 4505

#### DEPARTMENT OF THE PREMIER

<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	11 November 2024
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

<b><u>POST 38/209</u></b>	:	<b><u>DEPUTY DIRECTOR: JOB DESIGN REF NO: DOTP 47/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), all-inclusive salary package
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Science, Humanities, Industrial Engineering, Industrial Psychology, Public and Business Management Sciences or related; A minimum of 3 years management level experience in an Organizational Development or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in major organisational transformation. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation systems; Organisation development theory, practices and techniques regarding organisation design; Research method/statistics (action research, quantitative and qualitative); Appreciative inquiry; Project management; National and Provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedures; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Auditing; Analytical; Benchmarking; Facilitation and process consultation; Conceptual, interpretive and formulation; Innovative problem solving; Intervention design; Interviewing; Leadership; Listening; Teambuilding and strong inter-personal;

Mentoring and coaching practices; Motivation; Negotiation; Networking; Planning and Organising; Presentation.

**DUTIES** : Lead departmental work organisation capacity services; Lead transversal design services; Lead transversal organisation design and alignment; Manage transversal delivery initiatives; Manage client relationship and projects; Manage People; Manage finances.

**ENQUIRIES** : Ms F Raybin Tel No: (021) 466 9552

**POST 38/210** : **DEPUTY DIRECTOR: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 48/2024**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Behavioural Sciences (preferably Industrial Psychology), Management Sciences or Public Administration; A minimum of 3 years management level experience in an Organisational Development or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in major organisational transformation. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Organisational development theory, practices, and techniques; Systems Theory; Key elements/determinants of organizational performance as they relate to the field of organisation development; Appreciative inquiry; Project management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Conceptual, interpretive and formulation; Facilitation and process consultation; Analytical; Benchmarking; Conflict resolution; Listening; Networking; Planning and organising; Team building and strong inter-personal; Ability to work independently.

**DUTIES** : Plan, organise, lead and control organisational development interventions; Facilitate the approval and implementation of all amendments to organisation by means of group problem solving, capacity building, change management and other appropriate OD techniques; Provide information to relevant role-players for reporting and communication; Provide general advice on organisation design and development matters; Client liaising responsibilities such as management relationships; Project management responsibilities such as contract management, reporting on progress and evaluating value-add of project; Perform tasks related to Information management such as documenting and reporting.

**ENQUIRIES** : Ms F Raybin Tel No: (021) 466 9552

**POST 38/211** : **ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY REF NO: DOTP 46/2024**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Sciences/ Humanities/ Industrial Engineering/ Industrial Psychology/ Public and Business Management Science or related; A minimum of 3 years administrative experience in organisation development or related; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Disciplinary and grievance procedure; organisational performance as they relate to the field of organisation development; the appropriate job evaluation System; Skills needed: Project management; Proven computer literacy; Communication (written and verbal); Accounting Finance and Audit; Numeracy and Innovative problem solving.

**DUTIES** : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Plan, execute and monitor project(s); Supervise Organisation Development Practitioners.

**ENQUIRIES** : Ms F Raybin Tel No: (021) 466 9552

**POST 38/212** : **LABOUR RELATIONS OFFICER REF NO: DOTP 44/2024 R1**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; National and Provincial Resolutions and legislation pertaining to Human Resource Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning, organising and execution; Conflict resolution; Ability to work independently and as part of a team.

**DUTIES** : Handle misconduct matters; grievances matters and disputes; Render advice on misconduct and grievance matters; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

**ENQUIRIES** : Mr P Samuel Tel No: (021) 483 4646

**POST 38/213** : **HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 50/2024 (X2 POSTS)**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Appropriate tertiary qualification; Experience within a Human Resource/Recruitment environment; Experience working on an e-recruitment system; A valid Code B (or higher) driving licence. Competencies: Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Interpersonal skill; Ability to work under pressure and meet deadlines.

**DUTIES** : Liaise with relevant stakeholders; General office administration; Database Management; Capture and update expenditure in component; Reception duties.

**ENQUIRIES** : Ms S Faku Tel No: (021) 483 6369

**POST 38/214** : **HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 51/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Appropriate tertiary qualification; Working knowledge and experience in HR Systems; Relevant administrative and Human Resource Management experience; A valid code B (or higher) driving licence. Competencies: Understanding of prescripts and policies; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Ability to work under pressure and meet deadlines; Communication (written and verbal) skills.

**DUTIES** : Administer appointments and payroll matters which include the following: Appointments of Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.

**ENQUIRIES** : Ms W Ponoyi-Dlabane Tel No: (021) 483 0832

## **PROVINCIAL TREASURY**

### **MANAGEMENT ECHELON**

**POST 38/215** : **CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: PT 35/2024**

**SALARY** : R1 436 022 per annum (Level 14), all-inclusive salary package  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : B Degree (NQF 7 as recognised by SAQA) in Economics/ Finance/ Business Administration/ Public Policy; 5 years senior management experience; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: An appropriate Honour's Degree; Knowledge of the human resources function; Strong research-based policy analysis and analytical ability; and Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Human Resource Management, Public Finance Management Act, Municipal Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions; Financial Management processes; Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with ambiguity and manage under rapidly and changing and pressurized circumstances.

**DUTIES** : To provide for the effective and efficient development of revenue streams, cash and liability management; To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process and; coordinate provincial budget policy, planning and performance; To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; and Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board.

**ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.
- CLOSING DATE** : 11 November 2024

#### **OTHER POSTS**

- POST 38/216** : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 31/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in strategic management processes. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on government strategic planning/management and service delivery improvements; Skills needed: Strategic planning, monitoring, reporting and project management; Analytical and strategic thinking; Written and verbal communication; Planning and organising; People management.
- DUTIES** : Coordinating the publication of the Annual Performance Plan and Strategic Plan; Facilitation of the four quarterly performance reports and part B of the Annual Report, while also ensuring the timely coordination of information requests from the Auditor-General of South Africa; Facilitating delivery improvement initiatives by overseeing the development of the PT Services Charter, Service Standards and Service Access Booklet, as well as coordinating of the Service Delivery Improvement Plan (SDIP), additionally monitoring the quarterly SDIP report to the department of the Premier and its inclusion in the Annual Report; Developing the Annual Operational Plan and Monthly Operational Plan monitoring and reporting; People Management.
- ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024

**POST 38/217** : **ASSISTANT DIRECTOR: GOVERNANCE FRAUD AND LOSSES MANAGEMENT REF NO: PT 32/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an Internal Control and Governance environment. Competencies: Knowledge of the following: Acts and regulations (i.e. Public Finance Management Act; Treasury Regulations; Provincial Treasury Instructions; Relevant delegations; Public Service Act; Public Service Regulations; Risk management framework and techniques; Internal controls and techniques; Human resource management; Risk management frameworks; Skills needed: Written and verbal communication; Analytical thinking; Written and verbal communication.

**DUTIES** : Ensure proper governance; Develop, review and co-ordinate the following: Policies pertaining to the IC unit; PFMA and SCM delegations; and Monitoring tools (financial manual); Render advice on policy; Manage and Co-ordinate responses as determined by the department; Maintain the database of all issued policies and fiancé instructions; Perform inspections; Co-ordinating the 30 day reporting process; Provide capacity building initiatives; Provide fraud management services; Maintain, interpret, advise implement and provide support with the departmental fraud corruption prevention response plan and implementation plan in consultation with PFS; Co-ordinate capacity building initiatives; Provide losses management services; Ensure the implementation and maintenance of an integrated loss control system/database; Perform investigations; Perform the duties of the loss control officer; Perform managerial and supervisory tasks; The management of staff, including training and development, leave management, performance and attendance management.

**ENQUIRIES** : Ms R Cassiem Tel No: (021) 483 8203  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

**POST 38/218** : **ASSISTANT DIRECTOR (FINANCIAL ANALYST): LEGAL AND POLICY REF NO: PT 33/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher) in Law; Minimum of 3 years relevant experience in legal or either private or public sector regulatory environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of PFMA-; MFMA and its related regulations. Competencies: Knowledge of the following: South African public finances and the local government legal framework; Constitutional Framework, intergovernmental system and the ability to demonstrate practical application thereof; Project Management; Legal Administration; Written and verbal communication skills.

**DUTIES** : Manage the development and issuing, and commentary relating to national, provincial and municipal financial legislation and /or legislation that has a financial impact on the Western Cape province; Facilitate and assist with the development of best practice guidance in respect of financial legislation and policies for departments, public entities and municipalities; Researching, developing and monitoring policies and guidelines and frameworks in respect of financial remuneration for statutory institutions and other related entities; Ensuring the provision of financial legislation and policy related training (inclusive of the Financial Misconduct Regulations) in departments, public entities and municipalities.

**ENQUIRIES** : Mr M Petersen Tel No: (021) 483 8204  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

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

**CLOSING DATE** : 11 November 2024

**POST 38/219** : **INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT (GROUP 1) REF NO: PT 36/2024 (X2 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Commerce, Economics or Built Environment; A minimum of 5 years relevant functional experience in monitoring infrastructure projects/programmes; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public service policies and procedures; Functioning of National/Provincial as well as Local Government; Microsoft Office Applications; Financial Management; Project Management; Public Finance Management Act (PFMA), Municipal Finance Management Act(MFMA), Division of Revenue Act (DoRA), Government Immovable Asset Management Act (GIAMA), Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines; Skills needed: Proven computer literacy; Written and verbal communication; Research, report writing, organizing and planning; Analytical thinking.

**DUTIES** : Monitor Provincial Infrastructure Performance Management; Report on Provincial Infrastructure Financial Management; Support Provincial Infrastructure Planning Portfolio Management; Support Provincial Infrastructure Projects/Programme; Support Infrastructure Capacity Building Initiatives.

**ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

**POST 38/220** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 38/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting or Finance (with Accounting 3 as a major subject); A minimum of 3 years accounting experience in municipal accounting in a finance department; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: Knowledge of the following: Municipal accounting systems; Municipal Standard Chart of Accounts (mSCOA); Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

**DUTIES** : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

**ENQUIRIES** : Mr F Salie Tel No: (021) 483 4252  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/221** : **COMMUNICATION OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT**  
**REF NO: PT 34/2024**
- SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Communications, Public relations or related field; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator), Mailchimp and Canvas; Digital and social media; Photography; Web content management and systems as Drupal. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Implementing communication policy and strategies; Global, regional, local, economic and social affairs impacting the citizen and the Western Cape Government; Skills needed: Proven computer literacy; Written and verbal communication; Social management; Graphic design.
- DUTIES** : Develop, monitor and enhance the department's corporate identity and brand; Design and implement communication campaigns and products; Coordinate and report on website analytics and social media campaigns; Provide a media liaison and events management service.
- ENQUIRIES** : Mr E Steenkamp-Cairns Tel No: (021) 483 4237/ Mr B Damons Tel No: (021) 4836127  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/222** : **CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS**  
**REF NO: PT 37/2024**
- SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6years relevant experience. Recommendation: Enhancement of data support and quality using Power BI for visualisation for insights. Competencies: Knowledge of the following: Financial systems; Administration; Strategic planning and organising skills; Communication skills (written and verbal); Proven computer literacy.
- DUTIES** : Investigation of discrepancies in data; Enable a clean and up to date dataset; Maintain and re-verification of reporting categories per department; Supervise clerical staff; Assist departments with enquiries pertaining to financial systems.
- ENQUIRIES** : Mr X Spelete Tel No: (021) 483 5650  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday



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

**CLOSING DATE** : 11 November 2024

**POST 38/223** : **SUPPLY CHAIN MANAGEMENT CLERK: FINANCIAL MANAGEMENT REF NO: PT 30/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in the following: Relevant experience in supply chain management; Logistical Information System (LOGIS); Accounting Office System (AOS); Integrated Procurement Solution (ePS). Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts and policies; Provincial Treasury Instructions; Skills in the following: Computer literacy in MSOffice Package (Word, Excel, PowerPoint, outlook); Written and verbal communication.

**DUTIES** : Bid Management (bid invitation and evaluation); Render acquisition support services; Management and maintenance of the e-Procurement solution and bid registers; Information and records management.

**ENQUIRIES** : Ms D Lukas Tel No: (021) 483 9041  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 11 November 2024

## **DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY**

### **MANAGEMENT ECHELON**

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

**CLOSING DATE** : 11 November 2024

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

## MANAGEMENT ECHELON

<b><u>POST 38/224</u></b>	:	<b><u>HEAD OF DEPARTMENT: POLICE OVERSIGHT AND COMMUNITY SAFETY REF NO: POCS 01/2024R1</u></b> 5-Year Contract
<b><u>SALARY</u></b>	:	R1 741 770 per annum (Level 15), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Police Oversight and Community Safety, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A relevant postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 10 years' experience at a senior managerial level within the Safety and Security environment; Recommendation: A postgraduate degree in Safety and Security and/ or Future studies will serve as an advantage; Senior Management experience within the Safety and Security sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.
<b><u>DUTIES</u></b>	:	Line Management: Strategic management, guidance and advice in respect of the rendering of efficient and cost effective, transparent and responsive public administration. This includes the following functions: Implement the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implement both national and provincial policies on safety and security. Initiate, execute, coordinate and support social crime prevention projects in the Western Cape. Provide an integrated information and research management framework/system towards safer communities in the Western Cape. Provide civilian oversight over law enforcement agencies. Build capacity within communities against crime through increasing levels of consciousness, institutionalizing structures for community participation, empowering community policing and establishing uniform partnerships with communities to decrease the levels of crime and the levels of perception of crime. Manage the security functions on behalf of all Heads of Departments in the WCG. Provide comprehensive security risk management services to the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests. Provide advice and assistance to the Head of Provincial Institutions to comply with relevant security and safety regulations and policies. Provide security support services. Provide an administrative and support service to neighbourhood watch structures. Render an efficient corporate service within the department. Define and review on a continual basis the purpose, objectives, priorities and activities of the Department. Drive the Departmental strategic planning process. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the department on a continuing basis against pre-determined key measurables objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the department and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the department, and of the resources employed by it. Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Monitor information capacity building within the Department. Ensure involvement on the compiling of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Promote sound labour relations within the Department. Actively manage and promote the maintenance of discipline within the Department. Manage participation on the budgeting process at Departmental level, and at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department. Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances. Diligently perform all duties assigned to the post of Head of

Department. Assume overall accountability for the management, maintenance and safekeeping of the Department assets. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.  
Ms Louise Esterhuysen Tel No: (021) 483 5856

**ENQUIRIES**

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

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

**CLOSING DATE**

11 November 2024

**NOTE**

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

**OTHER POSTS**

**POST 38/225**

**COMMUNITY DEVELOPMENT MANAGER: INSTITUTIONAL CAPACITY BUILDING (ICB)**  
**REF NO: DSD 93/2024**

**SALARY**

Grade 1: R920 082 - R1 052 016 per annum, (OSD as prescribed)  
Grade 2: R1 094 508 - R1 289 274 per annum, (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge and understanding of the following: Policy formulation and implementation; Public Service Management Framework Theories and systems, skills, attitudes and values in community development. Extensive knowledge of the NPO Act, General Laws Amendment Act, the NPO Capacity Building Framework. Knowledge in NPO Fundraising, policy development and sustainability models. Familiar with the Independent Code, Tax Exemption / 18a and legal structures for NPOs. Technical knowledge of NPO registration and compliance. Skills needed: Presentation; Problem solving; Financial management; Project Management; Computer literacy; Communication (Written and verbal); Staff management. Managing of databases. Ability to: undertake complex research; Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures.

**DUTIES**

To manage the following: Identification and facilitation of NPO Capacity Building and Mentoring Programmes. Developing and managing a provincial NPO capacity building focusing on Good Governance, Compliance, Fundraising and Policies. Responsible for identifying capacity building needs of officials and implementing capacity building training for government officials. Managing the provincial NPO Helpdesk and ensuring that Helpdesk services are accessible throughout the province. Contribute to developing policies, norms and standards, legislation and working documents pertaining to the sector. Community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Plan and ensure that research on community development is undertaken. Undertake and facilitate complex community development research; Keep up to date with new developments in the community development and management fields to enhance service delivery.

**ENQUIRIES**

Ms D Dreyer Tel No: (021) 483 3924

**POST 38/226**

**SUPPLY CHAIN MANAGEMENT PRACTITIONER: POLICY AND IMPLEMENTATION REF**  
**NO: DSD 86/2024**

**SALARY**

R376 413 per annum (Level 08)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of

the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy.

**DUTIES** : Develop and review departmental policies; Build capacity among internal and external stakeholders; Develop, implement and maintain control framework for supply chain; Develop standard operating procedures; Review and align delegations; Identify needs for policies, guidelines, norms and standards in respect of all SCM practices and provide advice in the development thereof; Give inputs in the development of provincial policy positions; Conduct policy evaluation; Develop and implement strategies to communicate SCM policy matters.

**ENQUIRIES** : Mr C Jansche van Rensburg Tel No: (021) 483 4283  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 38/227** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: SUSTAINABLE LIVELIHOODS REF NO: DSD 87/2024**

**SALARY** : Grade 1: R367 878 – R413 373 per annum, (OSD as prescribed)  
 Grade 2: R429 573 – R487 650 per annum, (OSD as prescribed)  
 Grade 3: R507 198 – R687 918 per annum, (OSD as prescribed)

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

**DUTIES** : Develop, implement and maintain community development policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Research and development related to youth development programmes; Perform the administrative functions required in the unit; Stakeholder engagements.

**ENQUIRIES** : Mr L Arnolds Tel No: (021) 483 6657

**POST 38/228** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 88/2024 (VARIOUS POSTS AVAILABLE IN METRO EAST)**

**SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)  
 Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)  
 Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information

- and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms C Lesch Tel No: (021) 812 0940
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 38/229** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 89/2024 (VARIOUS POSTS AVAILABLE IN METRO NORTH)**
- SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)  
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)  
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Mr S Cummings Tel No: (021) 483 7938
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 38/230** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 90/2024 (VARIOUS POSTS AVAILABLE IN METRO SOUTH)**
- SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)  
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)  
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Ms E Siljeur Tel No: (021) 763 6204  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 38/231** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 91/2024 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS)**

**SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)  
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)  
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

**DUTIES** : Provide assistance and support to social workers with the rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Ms S Mtlaka Tel No: (021) 872 7818  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 38/232** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 92/2024 (VARIOUS POSTS AVAILABLE IN EDEN KAROO)**

**SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)  
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)  
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

**DUTIES** : Provide assistance and support to social workers with the rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Ms E Janse van Vuren Tel No: (044) 382 0056  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>