

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

**CLOSING DATE** : 27 January 2025  
**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 8:00 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 44/67** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES) REF NO: AGR 51/2024**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Masters degree (or higher qualification); Experience in the following: Database design; Video editing and YouTube. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post- mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to: Work independently in a team; Work accurately and precisely; Work under stressful conditions.

**DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes.

**ENQUIRIES** : Dr V Henwood Tel No: (021) 808 5377  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/68** : **MESSANGER: ADMINISTRATION SUPPORT (ELSENBURG) REF NO: AGR 52/2024**

**SALARY** : R131 265 per annum (Level 02)  
**CENTRE** : Department Agriculture, Western Cape Government  
**REQUIREMENTS** : Appropriate Grade 10 certificate and A minimum of 3 years relevant experience Recommendation: A valid code B driving license. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Skills needed: Communication (written and verbal) and Ability to work independently and as part of team.

**DUTIES** : General Messenger duties to sub programmes; Receive and distributing of

**ENQUIRIES  
APPLICATIONS**

goods/stock; Packaging of residue samples; Maintenance of stores.

- : Ms N April Tel No: (021) 808 5053  
: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or Email your application to, [westerncape@respond.co.za](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. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

**POST 44/69**

- : **FARM AID: VETERINARY LAB SERVICES: QUALITY CONTROL REF NO: AGR 54/2024**

**SALARY  
CENTRE  
REQUIREMENTS**

- : R131 265 per annum (Level 02)  
: Department Agriculture, Western Cape Government  
: Able to read and write/Adult Basic Education and Training (ABET 3/Grade 7) and A minimum of 1 year relevant on-farm experience. Recommendation: A valid code B driving license. Competencies: Skills needed: Communication (written and verbal); Ability to work independently and as part of team; Ability to perform daily physical labour and accurately and precisely; Good professional conduct.

**DUTIES**

- : General care and maintenance of sheep and poultry flock; Use of general and specialized machinery such as tractor, chain-saw, irrigation systems; Maintaining biosecurity and biosafety in poultry flock; Perform and or assist with duties relating to the supply of biological material to the testing laboratory with includes artificial insemination of poultry, collection of blood; Administration: maintenance registers and worksheets.

**ENQUIRIES  
APPLICATIONS**

- : Mr F Dreyer Tel No: (021) 808 7512  
: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or Email your application to, [westerncape@respond.co.za](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. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**APPLICATIONS**

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

**CLOSING DATE**

- : 27 January 2025

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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 44/70** : **MUSEUM OFFICER: SATELLITE MUSEUM (SIMONSTOWN) REF NO: CAS 59/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** :

An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in the museum/heritage sector environment. Recommendation: A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Ability to motivate own ideas and approaches; Ability to breakdown problems into manageable parts and identify solutions; Ability to listen well and be receptive to the ideas of others; Ability to manage conflict; Ability to communicate (verbally or inwriting) with ease and confidence; Ability to speak in public and make presentations to large or small groups; Ability to review and critique research reports; Ability to critique exhibition guides; Ability to comprehend complex ideas, theories to concepts by analysing copious information from desperate sources.

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

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

**POST 44/71** : **MUSEUM ASSISTANT: REGIONAL MUSEUM BREEDE RIVER (WORCESTER) REF NO: CAS 58/2024 (X2 POSTS)**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** :

Grade 12 (equivalent or higher qualification); A minimum Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele"; Written and verbal communication skills; Ability to do the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict.

**DUTIES** : Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate,

present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.

**ENQUIRIES** : Mr E Badenhorst Tel No: (023) 614 1950 /Emile.Badenhorst@westerncape.gov.za

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

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

**CLOSING DATE** : 27 January 2025

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#### **OTHER POSTS**

**POST 44/72** : **PERSONAL ASSISTANT: STRATEGIC AND OPERATIONAL SUPPORT REF NO: DEDAT 27/2024**

**SALARY** : R308 154 per annum (Level 07)

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

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Ability to run and maintain records management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages; Skills needed: Communication (written and verbally); Research; Report writing (submissions, letters, etc.); Organising and planning; Time management; Recording of minutes; Computer Literacy and Numeracy.

**DUTIES** : Provide a secretarial/ receptionist support service to the manager; Render administrative support services, inclusive of: Scrutinising routine submissions/ reports and make notes and/or recommendations for the manager; Provide support to the manager regarding meetings, inclusive of: Collects, analyses and collates information; Scrutinising documents to determine actions/information/ other documents required for meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensures that the application.

**ENQUIRIES** : Ms C Julies Tel No: (021) 483 9000

**POST 44/73** : **PERSONAL ASSISTANT: RED TAPE REDUCTION REF NO: DEDAT 28/2024**

**SALARY** : R308 154 per annum (Level 07)

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

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Recommendation: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Record

- management systems; Procurement of goods and services; Relevant software packages(advanced); Skills needed: Computer Literacy (MS office); Strong communication (written and verbal); Run and maintain a record management system; Communicate effectively (written and verbally); Work under pressure; Make sound judgments; Do basic research; Analyse documents and situations.
- DUTIES** : Render administrative support services; Provide a secretarial/ receptionist support service to the manager; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms M Ellis Tel No: (083) 565 1867
- POST 44/74** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 29/2024**
- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: A good understanding of the following: Financial background (Public Sector Finance recommended); Accounting principles; Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Basic Accounting System (BAS and Personnel and Salary Administration (PERSAL) Skills in the following: Written and verbal communication; Numeracy and literacy; Proven computer literacy; Problem-solving, analytical and people management skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and part of a team.
- DUTIES** : Render financial accounting services; Perform salary administration support services; Bookkeeping support services.
- ENQUIRIES** : Mr N Kagee Tel No: (021) 483 0160

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

- POST 44/75** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENTSERVICES (GEORGE) REF NO: EADP 09/2024**
- SALARY** : Grade A: R580 551 per annum, (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year B-Degree/ Honours (equivalent or higher qualification) in natural or physical sciences, environmental management/sciences or engineering field or an equivalent qualification; A minimum of 6 years relevant environmental management experience; A valid (Code B or higher) driving license. Recommendation: Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); Working Knowledge and experience of the following: The review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; post-

decision requirements, for example, amendment applications, Environmental Audit reports and ECO reports. Competencies: Knowledge and understanding in the following: Integrated Environmental Management; EIA process applicable in the Western Cape; Skills needed: Written and verbal communication; Report writing; Problem Solving; Ability to meet strict deadlines; Ability to perform under pressure; Ability to work well within a team.

- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications.
- ENQUIRIES** : Mr D Swanepoel Tel No: (044) 814 2008 /Danie.Swanepoel@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 44/76** : **SENIOR REGISTRAR (MEDICAL) (ADULT PULMONOLOGY)**  
(2 Year Contract)
- SALARY** : R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Registration with the HPCSA as a Medical Specialist in Internal Medicine. Experience: None after registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the post: Valid (Code B/EB) driver's license. The position will be full -time (40 hours per week) and includes Pulmonology and ICU after hours cover. Registration for the MPhil (Pulmonology) degree and complete the research component. Competencies (knowledge/skills): Excellent communication skills.
- DUTIES** : Service delivery will be in the Pulmonology unit/ward in the Department of Medicine's Intensive Care. The clinical service includes in-and out-patient management of lung diseases. Teaching post-and under-graduate students in pulmonology.
- ENQUIRIES APPLICATIONS** : Prof C Koenigeburg Tel No: (021) 938-9243 / coeniefn@sun.ac.za  
Applicants apply online: [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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as a Medical specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given

to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 44/77</u></b>	:	<b><u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A recognised leadership qualification will be beneficial but not required. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on call and available in cases of emergency. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks. Knowledge of quality assurance, infection prevention control and occupational health and safety. Demonstratable knowledge and experience of human resource and financial management. Good organizational, interpersonal, leadership, research and creative problem-solving skills. Ability to communicate (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).
<b><u>DUTIES</u></b>	:	Provide guidance and leadership towards the realization of strategic goals and objectives in participation with the executive management team. Provide professional, technical and management support for the provision of high-quality patient care through the management of nursing care programs. Develop and monitor the implementation of nursing policies, programmes regulations, practices, procedures and standards pertaining to nursing care. Responsible for clinical governance for nursing services and advocate to ensure the promotion of nursing ethos and professionalism. Ensure the efficient financial planning, control, and effective use of resources in areas such as procurement, budget control, assets and service prioritisation. Comprehensive human resource management, including staff development, motivation and performance improvement. Utilising technology and other information systems to collect, monitor and analyse data in order to enhance service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to the benefit of holistic patient care. Able to apply stakeholder engagement, change management and continuous improvement principles to the benefit of the patients and staff of Paarl Hospital.
<b><u>ENQUIRIES</u></b>	:	Mr FM van der Watt Tel No: (021) 860-2508, email: <a href="mailto:Francois.vanderwatt@westerncape.gov.za">Francois.vanderwatt@westerncape.gov.za</a>
<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.
<b><u>CLOSING DATE</u></b>	:	13 December 2024

<b><u>POST 44/78</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mitchells Plain District Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the post: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA) part 1 exam. Participation in commuted overtime is compulsory. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission. Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions, Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.
<b><u>DUTIES</u></b>	:	Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments under supervision of consultants. Follow-up outpatients post discharge from ward. Supervise Interns and medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds. Assist with completion of medico-legal documents including completion of Bis. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr T Crede Tel No: (021) 377-4391 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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 December 2024



<b><u>POST 44/79</u></b>	:	<b><u>FACILITY MANAGER (PHC)</u></b> Chief Directorate: Metro District Health Services
<b><u>SALARY</u></b>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Du Noon CHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three year National Diploma/ Degree in a health related or managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirements of the job: A valid (Code B/EB) drivers license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.
<b><u>DUTIES</u></b>	:	General and operational management of a Community Health Centre. Strategic and operational planning, implementation of operational plans related to Package of services and monitoring and evaluation thereof. Responsible for external governance including collaboration with other sectors (Whole of Society Approach). Sound financial, Supply Chain Management, People Management and Facilities Management. Responsible for quality assurance and management. Health Strategy & Support in Information, Pharmacy and Laboratory.
<b><u>ENQUIRIES</u></b>	:	Ms L Appolis Tel No: (021) 2020 933
<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. Short-listed candidates will be subjected to a written/practical, oral and competency assessment. No payment of any kind is required when applying for this post. The pool of applicants may be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/80</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (PSYCHOLOGY SERVICES)</u></b> Chief Directorate: Metro Health Services
<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>	:	Lentegeur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Psychologist in Clinical Psychology. Registration with a Professional Council: Registration with the HPCSA as a Psychologist in Clinical Psychology. Experience: <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. <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 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. Inherent requirement of the job: Valid (Code B/EB) driver's license. Available and willing to participate in after-hours duties, if required. Competencies (knowledge/skills): Experience with mental health care users in both in and outpatient clinical settings and management of such services. The design and conduct of research, academic teaching, training and supervision of interns and community service Clinical Psychologists. Ability to apply highly developed interpersonal and reflexive

- capacities in diverse settings in the workplace.
- DUTIES** : To deliver and evaluate a comprehensive psychological service to mental health care users. Train and supervise intern clinical psychologists in line with HPCSA guidelines. To provide consultation to other health professionals. To engage in ongoing professional development. Outreach to strengthening the health system within the catchment area. To fully participate in and attend academic activities of the associated Department of Psychiatry and Mental Health (including research, teaching and social responsiveness activities related to joint appointment).
- ENQUIRIES** : Dr. Maura Lappeman Tel No: (021) 370-1326
- 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 the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to practical/written and oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/81** : **PHARMACIST GRADE 1 TO 3**  
Cape Winelands District
- SALARY** : Grade 1: R804 609 per annum  
Grade 2: R869 796 per annum  
Grade 3: R949 146 per annum  
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Breede Valley Sub-district (Touwsrivier and De Doorns Cluster)
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the BVSD and provide relief as pharmacist. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
- DUTIES** : Pharmaceutical service delivery including improving continuity of care within the

Rural Central Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes.

- 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. 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 Breede Valley Sub-district for a period of 3 months from date of advert."
- CLOSING DATE** : 13 December 2024
- POST 44/82** : **OPERATIONAL MANAGER NURSING: SPECIALTY (OPERATING THEATRE AND CENTRAL STERILISATION DEPARTMENT)**  
Chief Directorate: Metro Health Services
- SALARY** : R656 964 per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic qualification with a duration of at least one-year accredited with the SANC in Medical and Surgical Nursing Science Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as a professional Nurse. Experience: A Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one- year post basic qualification in the relevant specialty. Inherent requirements of the job: Ability and willingness to work shifts, which include after-hours hospital cover, weekends, public holidays and night duty relief and overtime should the need arise. Ability to work under pressure and in a multi- disciplinary team. Competencies (knowledge/skills): Skilled Nurse clinician able to lead and manage the Operating Theatre and Central Sterilization Departments. Conflict Management, problem solving and decision – making skills. Ability to facilitate training. In – depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public Service. Basic computer literacy (MS Word, Excel and Power Point). Ability to work under pressure and in a multi – disciplinary team context.
- DUTIES** : Clinical governance - Provide leadership, supervision, and direction for the provision of safe and effective service delivery. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate operating theatre practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical resources. Information management and utilization of information technology – data collection analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans, Health education and promotion. Promote and maintain constructive working relationships with all

stakeholders Liaise, network, customer care and negotiate with key customers.

**ENQUIRIES** : Mr R Geswindt Tel No: (021) 377-4410

**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 and may undergo a competency-based 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.

**CLOSING DATE** : 13 December 2024

**POST 44/83** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**  
Chief Directorate: Rural Health Services

**SALARY** : R656 964 per annum

**CENTRE** : Paarl Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. 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 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 referred to above must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Excellent verbal and written communication skills. Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinarys) and technical, including PC literacy (MS Word, Excel, PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), finance policies and practices. Knowledge of Functional Business Unit (FBU's).

**DUTIES** : Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.

**ENQUIRIES** : Ms E Smith Tel No: (021) 860-2839 / email: [emily.smith@westerncape.gov.za](mailto:emily.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.

**CLOSING DATE** : 13 December 2024

**POST 44/84** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**  
Cape Winelands Health District

**SALARY** : R656 964 per annum

**CENTRE** : Nkqubela Clinic (X1 Post)

<b><u>REQUIREMENTS</u></b>	: Bonnievale Clinic (X1 Post) : 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 qualification with duration of at least 1 year 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 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(R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and Financial policies and principles. Computer literacy (MS Word and Excel). Ability to communicate effectively.
<b><u>DUTIES</u></b>	: Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement and sustain policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility. Participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.
<b><u>ENQUIRIES</u></b>	: Mrs E Pengelley Tel No: (023) 626-8539
<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. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 13 December 2024
<b><u>POST 44/85</u></b>	: <b><u>ASSISTANT MANAGER NURSING (COMMUNITY BASED SERVICES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R656 964 per annum
<b><u>CENTRE</u></b>	: Klipfontein Mitchells Plain Sub-structure Office
<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 SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as 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 requirement of the job: Valid (Code B/EB) driver's license. Willingness to work after hours if necessary. Competencies (knowledge/skills): Effective communication skills including more complex report writing when required. Leadership abilities. Managerial experience in a health setting. Knowledge of all relevant public service regulations & policies. Project Management skills.
<b><u>DUTIES</u></b>	: Provide value added leadership, management, co-ordination and technical support to community-based services to ensure efficiency and effectiveness within set standards and the professional/legal framework. Co-ordinate, implement, monitor and evaluate community-based services including community based non-governmental organisations. Ensure effective and efficient human resource management in area of community-based programme services. Provide effective support to comprehensive health programme management.

**ENQUIRIES** : Ms S Patel-Abrahams Tel No: (021) 370-5008

**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 to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. 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** : 13 December 2024

**POST 44/86** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

**SALARY** : R656 964 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Registration with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Experience: A minimum 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the periods referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the one year post basic qualification in Medical and Surgical Nursing: Operating Theatre. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty including public sector policies and protocols.

**DUTIES** : Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances as well as deputizing for Assistant Manager: Nursing.

**ENQUIRIES** : Ms R. Sutcliffe Tel No: (021) 404-2092

**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** : 13 December 2024

<b><u>POST 44/87</u></b>	:	<b><u>CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1 (RADIOLOGY)</u></b>
<b><u>SALARY</u></b>	:	R545 262 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate experience that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Ability to manage and supervise a subsection of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Computerised Tomography and PACS experience will be advantageous. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of radiography protocols. Computer literacy. Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.
<b><u>ENQUIRIES</u></b>	:	Ms N Behardien-Peters Tel No: (021) 404 4187
<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 may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/88</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: SURGERY MALE WARD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R520 560 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain District 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 Registered Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Inherent requirements of the post: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point).
<b><u>DUTIES</u></b>	:	Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance develop and implement practice standards, protocols and indicators for quality

improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES** : Mr R Geswindt Tel No: (021) 377-4410  
**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 posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment. Candidates will be subjected to a competency-based assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/89** : **OPERATIONAL MANAGER NURSING (GENERAL) POST NATAL**  
Chief Directorate: Rural Health Services

**SALARY** : R520 560 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) in Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse. Inherent requirements of the job: Ability to communicate effectively (both written and verbal). Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint, and Outlook). Leadership towards the realisation of strategic goals and objectives in the Postnatal Ward. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU)structure. Effective interpersonal, strong leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

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

**ENQUIRIES** : Ms B Fourie Tel No: (021) 860-2696/2522  
**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 this post.

**CLOSING DATE** : 13 December 2024

**POST 44/90** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)**  
Chief Directorate: Metro Health Services

**SALARY** : R520 560 per annum



<b><u>CENTRE REQUIREMENTS</u></b>	: New Somerset Hospital : Minimum educational qualification: Basic R425 qualification (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 a Professional Nurse and Midwife. 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: Willingness to work shifts, and overtime as required. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Computer literate (Word, Excel, PowerPoint and Outlook). Knowledge and insight of legislation and policies relevant to current nursing practices within the Public Service. Disciplinary and conflict management skills. Good communication and writing skills. Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.
<b><u>DUTIES</u></b>	: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms S Basardien Tel No: (021) 402-6224. : 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. Candidates will be subjected to a written/practical and oral assessment. 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.
<b><u>CLOSING DATE</u></b>	: 13 December 2024
<b><u>POST 44/91</u></b>	: <b><u>OPERATIONAL MANAGER NURSING: GENERAL</u></b> Cape Winelands Health District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R520 560 per annum : Montagu Hospital, Langeberg Sub-district : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Standby for Hospital Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Knowledge of health applications i.e. Clinicom, SINJANI and HECTIS.
<b><u>DUTIES</u></b>	: Effective management of nursing care, which includes effective utilization of human, financial and physical resources in the generic ward. Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management. Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures.

		Maintain and participate in inter-professional and multi-disciplinary teamwork.
<b><u>ENQUIRIES</u></b>	:	Ms. EJ Van Zyl Tel No: (023) 614-8102
<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. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment. The pool of applicants will be considered for a similar vacant post within Montagu Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/92</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICE)</u></b> Overberg District
<b><u>SALARY</u></b>	:	R520 560 per annum
<b><u>CENTRE</u></b>	:	Cape Agulhas Sub-district Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the post: Valid (B/EB/C1) driver's license. Willingness to travel. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills (verbal and written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health-, Chronic Diseases- and WHCH- programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team. Computer Literacy (MS Word, Excel, Power Point).
<b><u>DUTIES</u></b>	:	Co-ordinate and implement life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men's health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities in relation of the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. Strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitor service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.
<b><u>ENQUIRIES</u></b>	:	Ms GJ Van Der Westhuizen Tel No: (028) 514-8400
<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. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/93</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (SURGERY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R520 560 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 and Midwife. Registration with a Professional Council: Registration with the SANC as a 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 requirements of the job: Flexibility to perform official after-hour and weekend standby duties for the hospital. Willingness to work night

shifts, act on behalf of supervisor. Competencies (knowledge/skills): Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness & confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal & communication skills. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, infection prevention and control and quality assurance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care within the functional business unit (FBU). Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources, including information management.

**ENQUIRIES** : Mr S Bruiners Tel No: (023) 348-1104  
**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 and/or competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 13 December 2024

**POST 44/94** : **SOCIAL WORK SUPERVISOR GRADE 1**  
Chief Directorate: Metro Health Services

**SALARY** : R452 667 per annum  
**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Bachelor of Social Work (BSW) qualification (i.e. degree in social work) or equivalent qualification that allows registration with the South African Council for Social Service Professions. Registration with a Professional Council: Registration with the South African Council for Social Service Professions. Experience: Minimum of 7 years' appropriate experience in social work after registration as Social Worker with the South African Council for Social Service Professions. Inherent requirement of the job: Valid Cod (B/EB) driver's license. Willingness to travel between facilities managed by Mitchell's Plain Hospital. Competencies (knowledge/skills): Good interpersonal and leadership skills and a strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good social work care. Demonstrate an in-depth knowledge of social work and public service legislation and knowledge of human resource and financial policies. Computer literacy (MS Word, PowerPoint and Excel).

**DUTIES** : Render a clinical social work service to in- and out-patients with regards to the care, support, protection and development through the relevant interventions. Manage personnel including work delegation, supervision and performance management. Manage Social Work department finances and procuring as well as developing and implementing policies, prescripts and protocols. Perform all administrative functions required of the job. Manage planning to practice a holistic social work service on a short-/medium-/long term basis and ensure that all personnel undergo

	:	training according to their Individual Development and Performance Plan.
<b><u>ENQUIRIES</u></b>	:	Ms S Davids Tel No: (021) 377- 4787
<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 posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/95</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	George 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 Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology nursing science. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Current annual registration with SANC. 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 Advanced Midwifery and Neonatology nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within Obstetrics and Gynaecology / Neonatology / Paediatric departments. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetric & Neonatology Department.
<b><u>DUTIES</u></b>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES</u></b>	:	Ms P Markgraff Tel No: (044) 802-4414
<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. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology nursing science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 December 2024

- POST 44/96** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: HIGH CARE UNIT)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registered with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Powerpoint and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Intensive and High Care Unit. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
- DUTIES** : Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in High Care Unit department. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms AL Solomons Tel No: (021) 860-2504 or email: [anthea.solomons@westerncape.gov.za](mailto:anthea.solomons@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** : 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. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/97** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE** : Langeberg 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 as Professional Nurse and Midwife. Post-basic qualification, with

duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

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

**ENQUIRIES** : Ms E Pengelley Tel No: (023) 626–8539  
**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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.

**CLOSING DATE** : 13 December 2024

**POST 44/98** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
Cape Winelands Health District

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

**CENTRE** : Drakenstein 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 Psychiatry. 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 Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good

<b><u>DUTIES</u></b>	:	problem-solving, communication, interpersonal, planning and organisational skills. Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.
<b><u>ENQUIRIES</u></b>	:	Ms S Raynardt or Dr R Gaffoor Tel No: (021) 877-6400
<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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/99</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (X3 POSTS)</u></b> Directorate: Supply Chain Sourcing
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Degree/Diploma. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.
<b><u>DUTIES</u></b>	:	End-to-end management of the sourcing process. Integrated demand, acquisition and contract management service of clinical goods and services commodities. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.
<b><u>ENQUIRIES</u></b>	:	Mr R Kortje Tel No: (021) 834-9021 or email, <a href="mailto:Richard.Kortje@westerncape.gov.za">Richard.Kortje@westerncape.gov.za</a> Mr S Andrews Tel No: (021) 833-7625 or email, <a href="mailto:Stanthin.Andrews@westerncape.gov.za">Stanthin.Andrews@westerncape.gov.za</a> Ms N Ntaka Tel No: (021) 834- 9025 or email, <a href="mailto:Ncumisa.Ntaka@westerncape.gov.za">Ncumisa.Ntaka@westerncape.gov.za</a>
<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 the post.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/100</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER (PEOPLE MANAGEMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Office of the Chief Directorate: Metro Health Services (Bellville Health Park)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Diploma or

- Degree. Experience: Appropriate experience of Personnel and Benefit Administration in the Public Service. Appropriate supervisory experience. Appropriate experience and knowledge of the PERSAL system. Inherent requirement of the job: Valid Driver's license. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Computer literacy in MS Office. Ability to work under pressure and meet deadlines.
- DUTIES** : Perform relief function at Health facilities in the absence of People Management Staff. Assist with People Management processes with regard to identified functions. Ensure rectifications of Auditor-General Reports as well as People Strategy Advisory Compliance reports, People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Perform client services function e.g. helpdesk regarding Conditions of Service. Identify training needs, implement programs for training of staff as well as conduct and facilitate. Provide formal functional training regarding the correct application of Human Resource Legislation, policies, practices and conditions of service.
- ENQUIRIES** : Ms L Du Plessis Tel No: (021) 815-8752 or email: **Leazille.DuPlessis@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** : Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/101** : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Diagnostic Radiography. Experience: **Grade 1:** None after registration with the HPCSA as a Radiographer in Diagnostic Radiography in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as a Radiographer in Diagnostic Radiography in respect of South African qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Radiographer in Diagnostic Radiography in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render a 24-hour service as determined by the department. Willingness to rotate between the different radiology modalities in the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. A qualification and experience in mammography and experience in CT will be advantageous. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
- DUTIES** : Produce radiographs of optimum quality with good patient care. Maintain IER of Equipment and perform QC tests. Participate in a after hour service of the department. Safe use and care of equipment. Assist with administrative duties in



radiology, support supervisor and participate in teambuilding. Assist with training of community service radiographers and students. Maintain professional growth/ethical standards and self-development and participate in continuing professional development activities.

**ENQUIRIES  
APPLICATIONS**

: Ms EM Dreyden Tel No: (023) 348 1129  
: 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 may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE**

: 13 December 2024

**POST 44/102**

: **ORAL HYGIENIST: GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY**

: Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum

**CENTRE  
REQUIREMENTS**

: Hope Street Dental Clinic  
: Minimum educational qualification: Appropriate qualification that allows for the required registration as Oral Hygienist with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Registration with a Professional Council: Registration with the HPCSA as an Oral Hygienist. Experience: **Grade 1:** None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES**

: Assessment and treatment of patients. Follow the relevant policies and SOPs within the Oral Hygienist field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district.

**ENQUIRIES  
APPLICATIONS**

: Dr A Razack Tel No: (021) 200-4500  
: 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 vacant 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** : 13 December 2024
- POST 44/103** : **COMMUNICATION OFFICER**  
Directorate: Communication (Post Stationed in Overberg District Office, Caledon)
- SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma/Degree in Communication, Graphic Design, Journalism, or Public Relations. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; and developing and rolling out communication campaigns. Appropriate experience in the public service. Appropriate experience in Adobe InDesign, photography, and video editing. Inherent requirement of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Media liaison. Reputation management. Graphic design. Video creation and editing. Excellent verbal and written communication skills. Strong interpersonal skills.
- DUTIES** : Conceptualisation and implementation of communication plans and campaigns. Reputation management. Internal communication and brand management. Project and event management. Stakeholder engagement support. Monitoring and evaluation of communication campaigns, risks, and sentiment.
- ENQUIRIES** : Ms M Lesch Tel No: (021) 483- 3245  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : 13 December 2024
- POST 44/104** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOODS & SERVICES SOURCING)**  
Directorate: Supply Chain Sourcing
- SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in procurement and contract management of Information Technology, communication, office supplies and equipment and other related goods and services in the public sector. Appropriate Healthcare Information technology experience. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strategic Sourcing process across broad range of commodities in a Goods and Services (non-clinical) environment. Detailed knowledge of healthcare procurement market. Project management skills. Ability to work accurately and under pressure and pay attention to detail and meet deadlines. Good written and verbal communication skills and understanding of communication process within a project management framework. Knowledge of contract management, incl. legal aspects in Supply Chain and ability to draft heads of terms and input to SLA negotiations. Knowledge of SCM prescripts, AOS, Delegations. Ability to use MS Office software for analysis and reporting. Ability to use or learn supply chain software (e.g. Ariba, LOGIS/SYSPRO, etc.). Bid Specification and Evaluation process across broad range of Goods and Services commodities. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Computer literacy (Word, Excel, Outlook and PowerPoint).
- DUTIES** : Provide an integrated demand, acquisition and contract management service of information technology, office supplies and equipment and other related goods and services for the Department through the maintenance of commodity-based lifecycle costing. Bid management: advertising bids, evaluation and consideration of bids, recommending awards to relevant adjudication committee. Contract management and administration: Contract price adjustments, cession and/or assignment

requests, contractor performance management complaints. Contractor performance management: Site visits and negotiations, etc. Information Technology and Communication: Must have general IT systems and communications knowledge/experience. Reporting and compliance: Submission of all mandatory reporting requirements to various internal and external stakeholders, providing inputs and liaising with the Auditor General and any other assurance providers as needed, submission and maintenance of inputs for procurement planning and workload tracking. Essential Supplies List: Adding new contracts to the ESL, maintaining and/or updating contract information as and when needed. Sourcing Pipeline: Update and maintain sourcing pipeline and contract register.

**ENQUIRIES** : Mr E Thomas Tel No: (021) 834 9011  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**CLOSING DATE** : 13 December 2024

**POST 44/105** : **COMMUNITY LIAISON OFFICER**  
Chief Directorate: Metro Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : Klipfontein Mitchells Plain Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma/Degree in Social Science/Social Development/Communication. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. Understanding of communications to community and skills to deal with local media. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, project management and training skills. Good problem-solving skills. Computer literacy (Ms Word, PowerPoint and Excel).

**DUTIES** : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties.

**ENQUIRIES** : Ms S Patel-Abrahams Tel No: (021) 370-5008  
**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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. 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** : 13 December 2024

**POST 44/106** : **ARTISAN FOREMAN GRADE A (AIR CONDITIONING/REFRIGERATION)**

**SALARY** : Grade A: R362 130 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: Minimum of 5 years appropriate/recognisable experience in the area after

obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Must be able to perform standby duties. A Valid driver's license. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer Literacy Proficiency in Outlook – Word - Excel. Learn and comply with in-house systems and procedures.

- DUTIES** : Complete and return repair requisitions on the Requisition Data Base and assist in ordering and controlling the workshop, materials and tools as well as ensuring clean areas where work has been carried out and Site Management. Supervise staff as well with specifications and attendance of site meetings. Keep record of all repairs and perform the necessary administrative functions. Handle all telephonic queries to and from departments within the workshop and hospital. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations and with service providers, agents to negotiate quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.
- ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404-6251 / Mr S Edwards-Medd Tel No: (021) 404-3300
- 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. Potential candidates might be subjected to a competency test.
- CLOSING DATE** : 13 December 2024
- POST 44/107** : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R250 947 per annum  
Grade 2: R290 436 per annum  
Grade 3: R313 308 per annum
- CENTRE** : Directorate: Pharmacy Services, Cape Medical Depot
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Registration with the SAPC as a Post Basic Pharmacist Assistant. Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills. Meticulous and attention to detail.
- DUTIES** : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- 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. No payment of any kind is required when applying for this post. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving

employees, the employee will return to his/her previous post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 13 December 2024
- POST 44/108** : **EMS SHIFT LEADER GRADE 3 TO 6**  
Chief Directorate: Emergency, Clinical and Support Services
- SALARY** : Grade 3: R317 751 per annum  
Grade 4: R376 596 per annum  
Grade 5: R455 079 per annum  
Grade 6: R558 714 per annum
- CENTRE REQUIREMENTS** : Emergency Medical Services, Cape Winelands District, Paarl (Rural)  
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): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
- 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 APPLICATIONS** : Mr. IS Naidoo (District Manager) Tel No: (023) 346 6022  
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** : 13 December 2024

- POST 44/109** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum  
: Northern/Tygerberg Sub-structure  
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance, Supply Chain Management and Transport. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Competencies (knowledge/skills): Knowledge of relevant legislation governing transport, finance and SCM. PFMA, National and Provincial Treasury Regulations and the Accounting Officer System for the Department of Health including delegations. Sound knowledge of transport and supply chain management processes. Good computer skills (MS Office, Excel and Power Point).
- DUTIES** : Manage the transport component of the NTSS. Assist with SCM and contract management functions relating to security matters and Monitoring & Evaluation. Ensure all functions are executed with the parameters of the governing legislation. Management of systems used to execute transport, finance and Supply Chain Management functions. Reports on transport and Supply Chain Management are submitted timeously on a regular basis. Supervision of staff, training of staff, and disciplinary matters.
- ENQUIRIES APPLICATIONS** : Ms. L Nober Tel No: (021) 815-8856  
: 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. Shortlisted candidates will be subjected to a practical / written and oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/110** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum  
: Karl Bremer Hospital  
: 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 Supply Chain Management warehouse/ stores environment. Appropriate experience in LOGIS. Competencies (knowledge/skills): Computer Literacy (MS Office package). Good communication and interpersonal skills, the ability to function independently. Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions and other applicable policies. Sound theoretical knowledge of Supply Chain Management in warehouse/modules on Logis.
- DUTIES** : Manage and effectively coordinate the Supply Chain Management (Warehouse) department and Transit area. Responsible for Demand and Acquisition management of warehouse catalogue. Stock counts to take place as per Supply Chain Management prescripts, including IFS & AFS, healthy stock turnover/stockouts, management the 0-9 files. Responsible for all SYSCON functions with accurate and timeous monthly reporting & compliance monitoring as per SPM guidelines in the warehouse and transit departments. Render support to supervisor and manage warehouse staff. Efficient and effective management of the Human Resource Management processes in the Warehouse Departments.
- ENQUIRIES APPLICATIONS** : Mr L Jacobs Tel No: (021) 918 1208  
: 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 and oral assessment  
13 December 2024

**CLOSING DATE**

**POST 44/111**

**ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Cape Winelands District

**SALARY**

**CENTRE**

**REQUIREMENTS**

R308 154 per annum  
Stellenbosch Hospital  
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced contract services, supervision, report-writing, interpreting contracts, contract service level specifications, monitoring and auditing service contracts. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, PowerPoint, Excel and emails). Excellent communication, interpersonal and conflict management skills.

**DUTIES**

Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and Medical Manager of Stellenbosch Hospital. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Compile monthly, quarterly and annual summary reports for Contract Manager/Medical Manager of Stellenbosch Hospital.

**ENQUIRIES**

**APPLICATIONS**

Mr C Modisie Tel No: (021) 808-6178  
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 do a practical test. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub District for a period of 3 months from date of advert.

**CLOSING DATE**

13 December 202

**POST 44/112**

**ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PENSIONS, HOUSING, PILIR, WCA/IOD AND COIDA)**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R308 154 per annum  
Tygerberg Hospital, Parow Valley  
Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate experience in Pension Administration, Housing Administration, PILIR, WCA/ IOD and COIDA in a high-volume production unit. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint). Good mathematical skills. Proven knowledge of Public Service Pension Prescripts (Regulations/ Acts that govern the GEPF and also those that applied to older funds), Regulations/ Acts that govern Housing Allowance, PILIR, WCA/ IOD and COIDA. The interrelationship between older and newer public service funds. Supervisory experience. Knowledge and experience of PERSAL and their relevant functions. Knowledge and experience of Pension Administration, Housing Administration, PILIR, IOD and COIDA.

**DUTIES**

Supervision of staff within the Pensions Office do relieve duties in the Housing office, PILIR office and WCA/ IOD office with a very high workload. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of other system related work in the unit. Manage,

plan and co-ordinate the pensions office effectively with regards to implementation and adhering to relevant policies, procedures, prescripts about Pension Administration. Provide assistants to clients, personnel, management and supervisors. Act as PERSAL revisor with regards to salary, pension, housing, personnel and leave administration. Ensuring the correct procedures are followed to effect timeous payments of pension benefits.

- 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").
- NOTE** : No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/113** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)**  
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum  
Grade 2: R375 480 per annum  
Grade 3: R451 533 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills): Knowledge of the Provincial HIV/AIDS/STI/TB programmes and the Strategic Plan. Computer literacy (MS Word, Power point and Excel). Ability to work independently and in a multi-disciplinary team. Appropriate experience treatment and care to patients in a Mental Health unit/facility. Appropriate experience working with HIV/AIDS/TB patients.
- DUTIES** : Implementation and co-ordination of the National and Provincial HIV/AIDS/STI/TB, Strategic and Annual Performance Plans and programs at institutional level. Effective utilisation of the physical Resources and financial resources. Participate in training programmes in conjunction with Human Resource Development and Training. Liaise with all role players to ensure an integrated health service within the Hospital. Monitor and evaluate programmes (HIV/AIDS/STI/TB) goals and targets including the collection, collation, validation and interpretation of statistical data. Daily visits to Wards and service points to provide support, supervision, and regular feedback.
- ENQUIRIES** : Ms V Nel Tel No: (021) 940-8911
- 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). Candidate will be subjected to a practical/written 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** : 13 December 2024



<b><u>POST 44/114</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X20 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<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 SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.
<b><u>ENQUIRIES</u></b>	:	Ms. F Baartman Tel No: (021) 938-4055
<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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be subjected to a compulsory competency test.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/115</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha CHC (X1 Post) Nolungile CDC (X1 Post) Macassar CHC (X1 Post)
<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 Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwifery. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A Minimum of 20years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Valid driver's license. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer

- DUTIES** : literate in MS Office (Excel, Word and Power point) and MS Outlook.  
: Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of subordinates.
- ENQUIRIES APPLICATIONS** : Ms B Gaji-Mbunge Tel No: (021) 360 5263 - Khayelitsha Community Health Centre  
: 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 a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse General 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/oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/116** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CHILDREN'S WARD)**  
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum  
: Grade 2: R375 480 per annum  
: Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Karl Bremer Hospital  
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES APPLICATIONS** : Ms. E Linden-Mars Tel No: (021) 918-1224  
: 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 a change in registration status)".

The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment. 13 December 2024

**CLOSING DATE**

**POST 44/117**

**EMERGENCY CALL CENTRE SUPERVISOR**

Chief Directorate: Emergency and Clinical Services Support

**SALARY**

**CENTRE**

**REQUIREMENTS**

R308 154 per annum  
Emergency Medical Services, Cape Town Communication Centre (CTCC)  
Minimum educational qualification: Appropriate Certificate in Call Centre Management (NQF Level 4). Senior Certificate (or equivalent). Experience: Appropriate Experience in the Emergency Call Centre environment. Inherent requirement of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Power point, Outlook and Internet.

**DUTIES**

Efficient, effective, and quality management of the Shift or Component in the CTCC. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the CT Centre Manager.

**ENQUIRIES**

**APPLICATIONS**

Ms. P Masitho Tel No: (021) 932-1966  
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**

13 December 2024

**POST 44/118**

**ADMINISTRATIVE OFFICER: FINANCE/ADMIN**

Cape Winelands District

**SALARY**

**CENTRE**

**REQUIREMENTS**

R308 154 per annum  
Stellenbosch Hospital  
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 required. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Outlook and Access). Workable knowledge of Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18, Hospital Information Systems (Accounts Receivable System, CLINICOM, JAC and BAS). Knowledge of handling state money and petty cash, patient records management circulars, policies and instructions. Good supervisory, interpersonal, leadership and communication skills, strong sense of responsibility and good organisational and administrative skills and ability to function in a team and under pressure.

**DUTIES**

Ensure 7-day/24-hour active patient administration service & Downtime procedures. Management of patient folder/recordkeeping system to ensure proper case note tracking. Effectively generating revenue/loss control and the management thereof/revenue debt management and budget control. Liaise with EDI/Medikredit, Case Manager and other internal/external role players on a daily basis. Adhere to due dates regarding clearance of ledger accounts, Reconciliations and monthly manual system reporting to ensure compliance. Manage Human Resources in component (Labour Relations, SPMS, Leave, Duty Rosters, Probation, Training and Development of staff).

**ENQUIRIES**

**APPLICATIONS**

Mr J Titus Tel No: (021) 808 6116  
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 do a practical test. The pool of applicants will be considered for similar vacant post within Stellenbosch Hospital for a period of 3 months from date of advert.

- CLOSING DATE** : 13 December 2024
- POST 44/119** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MATERNITY)**  
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum  
Grade 2: R375 480 per annum  
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Karl Bremer Hospital  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES APPLICATIONS** : Ms E Linden-Mars Tel No: (021) 918-1224  
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 a change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/120** : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC) (RX SOLUTIONS)**  
West Coast District
- SALARY** : Grade 1: R250 947 per annum  
Grade 2: R290 436 per annum  
Grade 3: R313 308 per annum
- CENTRE REQUIREMENTS** : Cederberg Sub-district  
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 Pharmacy). Experience: **Grade 1:** None, after registration with the SAPC as a Pharmacist Assistant (Post -basic). **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC.

**Grade 3:** A minimum of 13 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC. Inherent requirements of the job: Willingness to work overtime and as a relief in clinics within the Cederberg Sub-district. Valid driver's license. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of pharmacy practices and procedures. Good numeric skills, meticulous and attention to detail.

**DUTIES** : Manage drug supply in the clinics as well as in the satellite clinics and mobiles. Dispensing of medicine. Administration and collection of all pharmacy related data for M&E purposes. Support to Pharmacist and Supervisor.

**ENQUIRIES** : Sr M Sandt Tel No: (027) 482 1360

**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 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). 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. The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

**CLOSING DATE** : 13 December 2024

**POST 44/121** : **ARTISAN PRODUCTION GRADE A TO C (PAINTER)**

**SALARY** : Grade A: R230 898 per annum  
Grade B: R270 915 per annum  
Grade C: R314 751 per annum

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to plan-ahead (pro-active). Must comply with in-house systems and procedures.

**DUTIES** : Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training and development of staff. Perform standby duties when necessary.

**ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404 6251

**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. Potential Candidates may be subjected to a practical test.

**CLOSING DATE** : 13 December 2024

<b><u>POST 44/122</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Knysna Hospital and Knysna/Bitou Sub-district
	:	Minimum educational qualification: SAQA recognized Trade Test in a trade relevant to Building, Equipment & Infrastructure Construction & Maintenance (including general Fault-finding & Repair). Experience: <b>Grade A:</b> no experience required. <b>Grade B:</b> at least 18 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. <b>Grade C:</b> at least 34 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel. Willingness to work irregular hours (eg. overtime, after hours, standby duties and weekends) and attend to emergencies when required). Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Excellent (written and verbal) communication skills. Computer literacy (MS Word and Excel). Conversant with the requirements of the Machinery and Occupational and Safety Act. Mechanical, electrical, plumbing skills and experience. Compile specifications and assist in managing projects.
<b><u>DUTIES</u></b>	:	Repairs and maintenance at hospital and Primary Health Care Facilities. Control and supervision of workshop staff. Compile specifications and assist in managing projects. Assist with the procurement of spares and control over tools and material. Personnel evaluation and training of subordinates. Liaison with Directorate Engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr W Terblanche Tel No: (044) 302-8484
	:	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. Candidates will be subjected to a practical/ oral assessment. CV's should address experience and knowledge extensively with regard to duties above. 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.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/123</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT SERVICES (TRANSPORT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration of GG vehicles. Inherent requirements of the job: Valid (Code C/ C1/ EC1/EC) driver's license. Valid Public Driver's Permit (PDP). Willingness to travel and work overtime. Competencies (knowledge/skills): Computer literacy, Database Management (Word and Excel). Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team. Planning and organisational skills. Knowledge of Transport Circular 3 of 2019, relevant policies and instructions.
<b><u>DUTIES</u></b>	:	Administer transport and optimal utilization of vehicles; driving duties; maintenance of vehicles and record keeping; Following up with queries and recording/reporting incidents and discrepancies of government vehicles. Monthly reporting to GMT. Maintain all relevant registers, filing, electronic systems and assist with ad-hoc tasks. Supervision of subordinates and human resource control within transport section. To ensure an effective Financial Resources within the transport section. Optimally rendered administrative services to the Administrative Officer and Assistant Director: Support Service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. T Kleinhans Tel No: (021) 826 5831
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

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

**CLOSING DATE** : 13 December 2024

**POST 44/124** : **ADMINISTRATION CLERK: REGISTRY (REGISTRY AND MESSENGER OFFICE SUPPORT)**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in registry in a hospital environment. Inherent requirement of the job: Valid driver's license. Ability to lift heavy objects. Willingness to work overtime if required. Competencies (knowledge/skills): Knowledge of registry regulations and protocols. Computer literacy in MS Office.

**DUTIES** : Effective manage Registry functions in a hospital setup, including overseeing the messengers. Manage the procurement of consumables for Messengers. Manage the collection, and re-distribution of the post in the hospital. Provide optimal support to supervisor and colleagues.

**ENQUIRIES** : Ms M Froneman Tel No: (021) 826 5864  
**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** : 13 December 2024

**POST 44/125** : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum  
**CENTRE** : Mitchell's Plain CHC (X1 Post)  
Hanover Park CHC (X1 Post)  
Crossroads CDC (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client care experience. Inherent requirement of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.

**DUTIES** : Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.

**ENQUIRIES** : Ms S Patel-Abrahams Tel No: (021) 370-5000  
**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** : 13 December 2024

- POST 44/126** : **ADMINISTRATION CLERK: ADMISSIONS**  
Cape Winelands Health District
- SALARY** : R216 417 per annum  
**CENTRE** : Tulbagh Clinic, Witzenberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be prepared to work 8-hours (i.e., Monday-Friday) and overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills.
- DUTIES** : Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complains on SINJANI. Appointments list for follow up clients be generated from Tier.net Folder drawn according to Tier.net appointment list Folders prepared for next day (blood results filed/ stickers printed). If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed.
- ENQUIRIES** : Mr L Wawini Tel No: (023) 316-9600  
**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 shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/127** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
West Coast District
- SALARY** : R216 417 per annum  
**CENTRE** : Sonstraal Transitional Care Hospital, Paarl  
**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 (KRA's) of the post. Experience: Appropriate experience in a Supply Chain environment. Inherent requirement of the job: Valid (code/C1/EB) drivers' license. Must be physically fit and able to load/unload heavy good/equipment. Willingness to perform overtime duties. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge in electronic procurement systems (ePS), LOGIS, Warehouse management practices and general Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure. Computer literacy and proficiency.
- DUTIES** : Perform tasks related to procurement administration such as inviting of quotes on IPS, placing orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse Management and Asset Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and End Users. Willingness to rotate within Supply Chain Section and relieve colleagues.
- ENQUIRIES** : Mr JP Arendse Tel No: (021) 815-8340  
**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 competency assessment and security clearance prior to appointment.
- CLOSING DATE** : 13 December 2024
- POST 44/128** : **ADMINISTRATION CLERK: TRANSPORT AND SUPPORT SERVICES**  
Cape Winelands Health District
- SALARY** : R216 417 per annum



**CENTRE REQUIREMENTS** : Drakenstein Sub-district  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in Transport Services and Support Services. Appropriate experience in Fleetman system. Inherent requirement of the post: Valid (B/EB) Driver's license. Competencies (knowledge/skills): Computer literacy in Microsoft Packages (Word, Excel, and Outlook). Knowledge of office administration practises and experience departmental systems ie Fleetman System related job content. Good organisational skills. Knowledge and experience in Transport Management. Knowledge Accounting Officer System (PFMA). Experience in organising support services.

**DUTIES** : Effective Administration management of the support and transport services personnel. Effective and efficient management of Transport Services. Effective management of Support Services related to the job content. Maintain effective administrative systems.

**ENQUIRIES APPLICATIONS** : Mr S Adams Tel No: (021) 877-6444  
: 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 shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert."

**CLOSING DATE** : 13 December 2024

**POST 44/129** : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY CENTRE** : R216 417 per annum  
: Klipfontein Mitchells Plain Sub-Structure, Mitchell's Plain CHC (X1 Post)  
: Hanover Park CHC (X1 Post)  
: Crossroad CDC (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client care experience. Inherent requirement of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.

**DUTIES** : Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.

**ENQUIRIES APPLICATIONS** : Ms S Patel-Abrahams Tel No: (021) 370-5000  
: Applicants apply online: [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** : 13 December 2024

**POST 44/130** : **ADMINISTRATION CLERK: WARDS**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Metro TB Centre  
: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Should be knowledgeable and have experience in departmental HIS systems. Must have good interpersonal relations to manage public queries and interact with different nurse supervisors and a broad range of users. Should be able to work under

pressure, independently and in a team. Computer literacy skills in MS Office (MS Word, Excel, PowerPoint, Outlook and Teams). Knowledge of Health Information Systems [HIS]: e.g. Clinicom.

**DUTIES** : Effectively rendered administrative support services. Optimal support for Supervisor. Effective and efficient utilisation of all resources. Fully functional patient administrative service.

**ENQUIRIES** : Mr R Abrahams Tel No: (021) 713 7640

**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** : 13 December 2024

**POST 44/131** : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum

**CENTRE** : Khayelitsha Community Health Centre (X1 Post)  
Michael Mapongwana Community Day Centre (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Experience in Operating PHCIS or Clinicom systems. Inherent requirement of the job: Willingness to work night shift and extended hours. Good verbal and written communication. Competencies (knowledge/skills): Sound interpersonal and organising skills. Ability to work in a team and independently. Computer literacy in MS Word and Excel.

**DUTIES** : Admit, register and discharge patients and handle all patient enquiries. Timeous collection and submission of routine stats. Collecting and capturing of folder data on PHCIS4 (Ekapa). Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Correct patient assessment, accurate data recording and effective record keeping. Support to Supervisor or Managers and also do relief duties.

**ENQUIRIES** : Ms KI Jacobs Tel No: (021) 361 3353 - Michael Mapongwana CDC / Mr T Lewela, Tel No: (021) 360 5206 -Khayelitsha CHC

**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 written/practical and oral assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/132** : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum

**CENTRE** : Du Noon CHC (X1 Post)  
District Six CDC (X1 Post)  
Protea Park CDC (X1 Post)  
Lotus River CDC (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in inpatient admissions and a Help Desk environment at a Health facility. Inherent requirements of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication (verbal and written) and interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality.

**DUTIES** : Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to supervisor.

**ENQUIRIES** : Ms T Petshwa Tel No: (021) 200 4500 (Du Noon CHC)/ Ms G Jones Tel No: (021)

		703-3131 (Lotus River CDC)/ Ms N Diedericks Tel No: (021) 833-5305 (District Six CDC)/ Ms J February Tel No: (021) 333-5702 (Protea Park CDC)
<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 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.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/133</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> West Coast District
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Vredendal North Clinic: Matzikama Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirements of the job: Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Provision of administrative support service to the multi-disciplinary team. Provision of administrative support to the patients. Co-ordination of all administrative duties within clinic. Assist with collection and collation of data for monitoring and evaluation.
<b><u>ENQUIRIES</u></b>	:	Dr JE Eygelaar Tel No: (027) 213 4070
<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. Shortlisted candidates will be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/134</u></b>	:	<b><u>PRINCIPAL FOOD SERVICES SUPERVISOR</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Food Certificate or Grade 10 (or equivalent) qualification. Experience: Appropriate experience in a food service environment. Experience in large scale kitchen. Supervisory experience. Inherent requirements of the post: Ability to do physical tasks. Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Good interpersonal communication, organisational and writing skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large scale. food preparation according to standardised recipes. Knowledge of pest and infection control. Computer literacy.
<b><u>DUTIES</u></b>	:	Strategically supervise the Food Service Unit. Control operational food services. Implement and check hygiene and occupational health and safety. Check the maintenance and control of apparatus and equipment. Implement the principles of Human resources. Implement financial management.
<b><u>ENQUIRIES</u></b>	:	Ms R Keyser Tel No: (021) 938-4135
<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 the post. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/135</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (JUVENILE FORENSICS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 3: R290 805 per annum : Lentegour Hospital : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the post: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements.
<b><u>DUTIES</u></b>	: Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Sr A Jarvis Tel No: (021) 370-1231 : 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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 13 December 2024
<b><u>POST 44/136</u></b>	: <b><u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<b><u>CENTRE</u></b>	: Alexandra Hospital (Ward 9 & 10) (X1 Post) Stikland Hospital (New Acute R) (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the post: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Office. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<b><u>DUTIES</u></b>	: Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.

**ENQUIRIES APPLICATIONS** : Ms JE Isaacs Tel No: (021) 503-5000  
 : 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 a change in registration status)". 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** : 13 December 2024

**POST 44/137** : **STAFF NURSE GRADE 1 TO 3 (X4 POSTS)**  
 Cape Winelands Health District

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

**CENTRE REQUIREMENTS** : Drakenstein Sub-district  
 : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-district as well as on mobile clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

**DUTIES** : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

**ENQUIRIES APPLICATIONS** : Ms J Bosch Tel No: (021) 862-4520  
 : 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 do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert."

**CLOSING DATE** : 13 December 2024

**POST 44/138** : **HOUSEKEEPING SUPERVISOR**  
 Chief Directorate: Rural Health Services

**SALARY** : R183 279 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7). Experience: Appropriate supervisory and

practical/applicable experience in a cleaning/housekeeping setting within a health environment. Inherent requirements of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Able to communicate effectively (both verbally and written). Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

**DUTIES** : Responsible for overall planning, control, organising, performing and coordinating tasks related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management. Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.

**ENQUIRIES** : Ms AL Solomons Tel No: (021) 860-2504 / email: [anthea.solomons@westerncape.gov.za](mailto:anthea.solomons@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** : 13 December 2024

**POST 44/139** : **HEALTH PROMOTER (X2 POSTS)**

**SALARY** : R183 279 per annum

**CENTRE** : Gustrow Community Day Centre (X1 Post)

Michael Mapongwana Community Day Centre (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): The ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge and skills to plan, manage, monitor and evaluate a project, including simple research and situation/needs analysis. Good verbal and written communication skills.

**DUTIES** : Assist with the planning and implementation of health projects in facilities, schools and communities to meet objectives. Laise with stakeholders to promote an integrated approach to health care. Health education sessions and support to clients Assist teams with health promotions during campaigns and keep effective record of activities and consumables. Distribute condoms (internally and externally) and account for the numbers on weekly and monthly basis. Working together with students and assist them with health promotion projects and compile community profiles. Effective development of clients through projects to change behaviour.

**ENQUIRIES** : Mr N Nomayela Tel No: (021) 845-8384.

**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 Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates

**CLOSING DATE** : 13 December 2024

**POST 44/140** : **EMS EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)**

Chief Directorate: Emergency and Clinical Support Services

**SALARY** : Grade 1: R177 714 per annum

Grade 3: R206 619 per annum

**CENTRE** : Emergency Medical Services, Central Karoo

**REQUIREMENTS** : Minimum educational qualification: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the

Health Professions Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. -Good communication and interpersonal skills. Computer literacy and skills.

**DUTIES** : Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.

**ENQUIRIES** : Mr J Jansen (District Manager – Central Karoo) Tel No: (044) 802 2500, Ms L Fortuin Tel No: (023) 449 8249

**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 will be expected to undergo a practical assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/141** : **EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : Grade 1: R177 714 per annum  
Grade 3: R206 619 per annum

**CENTRE** : Emergency Medical Services, Cape Winelands

**REQUIREMENTS** : Minimum educational qualification: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid Code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Computer literacy and skills.

**DUTIES** : Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.

**ENQUIRIES** : Mr I Naidoo (District Manager – Cape Winelands) Tel No: (023) 346 6022, Ms A. Botha Tel No: (023) 346-6022.

**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** : 13 December 2024

<b><u>POST 44/142</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alexandra Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms JE Isaacs Tel No: (021) 503 5000 ext. 5156 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. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. 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.
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/143</u></b>	:	<b><u>STERILISATION OPERATOR: PRODUCTION (CSSD) (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R155 148 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eerste River Hospital Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a health related environment. Inherent requirements of the job: Basic literacy, both written and verbal. Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good communication skills. Good interpersonal relations skills with colleagues, supervisors and the public. Ability to work in a cooperative way within a team context. Basic understandings of disinfecting, decontamination and sterilization.
<b><u>DUTIES</u></b>	:	Collect and deliver soiled and clean linen and packs to and from the theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack, and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, disinfecting instrument washing machines, and autoclaves. Maintain equipment in optimum working condition. Cost-effective utilisation of resources, monitoring, control, and maintaining adequate stock levels. Report and assist with the investigation of lost



instruments/equipment. Support to the supervisor and team members.

**ENQUIRIES** : Ms Maria Luphondo Tel No: (021) 902 -8010.

**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 written/practical and oral assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/144** : **STERILIZATION OPERATOR: PRODUCTION – CENTRAL STERILE SERVICES DEPARTMENT (CSSD)**  
Chief Directorate: Metro Health Services

**SALARY** : R155 148 per annum

**CENTRE** : New Somerset Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterilization Supply Department. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Willingness to work in any department within Central Processing Department (CSSD & Gas). Competencies (knowledge/skills): Effective communication skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the Central Sterilization Processing department. Good interpersonal relations skills. Basic understanding of disinfection, decontamination and sterilization.

**DUTIES** : Assist with the monitoring, control and maintenance adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective application of sterilization processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilize instruments linen and supplies. Assist with cleaning and testing of sterilization equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilization of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Maintaining professional growth, Ethical standards, and Self – Development. Record Keeping.

**ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6485.

**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 written/practical and oral assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/145** : **SECURITY OFFICER**  
Chief Directorate: Metro Health Services

**SALARY** : R155 148 per annum

**CENTRE** : Karl Bremer Hospital

**REQUIREMENTS** : Minimum educational qualification: Junior Certificate (STD 7) Grade 9 (or equivalent). Experience: Appropriate experience as a Security Officer in a health facility. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Willingness to work night shifts, public holidays, weekends, and overtime. Competencies (knowledge/skills): Good communication, listening, report-writing, conflict and group handling skills. Knowledge of security related prescripts, regulations and procedures. Must be computer literate.

**DUTIES** : Ensure quality prevention measures to make the workplace a safe and secure environment. Access and egress control of all areas on the establishment. Ensure effective keys and parking control at the hospital. Conduct incident investigations and reporting. Provide support to supervisor by ensuring compliance monitoring of

outsourced security officers.

**ENQUIRIES** : Mr Z Mtshatsheni Tel No: (021) 918-1335.

**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 subject to a written/ practical and oral assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/146** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R131 265 per annum

**CENTRE** : Karl Bremer Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the post: Ability to do physical tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to work shifts including nightshift, weekends, overtime and public holidays. Must be prepared to handle corpses and be in good health. Competencies (knowledge/skills): Extensive knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills. Ability to lift heavy objects and stand long hours.

**DUTIES** : Safe loading, offloading and transportation of patients on trolleys and wheelchairs. Check and replace medical gas cylinders and assist with movement of medical equipment. Ensure a safe, hygienic work environment and apply basic infection prevention control measures. Basic maintenance, cleaning of wheelchairs, trolleys and mortuary fridges. Removal of bodies/corpses from wards to mortuary including collection and delivery of blood specimens.

**ENQUIRIES** : Mr A Basson Tel No: (021) 918-1976

**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 written/practical and oral assessment.

**CLOSING DATE** : 13 December 2024

**POST 44/147** : **MEDICAL SPECIALIST (OPHTHALMOLOGY) (SESSIONAL 10 HOURS P/W)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour

**CENTRE** : New Somerset Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Ophthalmologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Ophthalmology. **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 Ophthalmology. **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 Ophthalmology. Inherent requirement of the job: Valid Driver's license. Competencies (knowledge/ skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Ophthalmology Surgery as well as district level elective orthopaedics.

- DUTIES** : Provide specialist outpatient care to patients requiring services within the domain of ophthalmology. Provide specialist care in ROP screening of neonates. Provide surgical service to patients from New Somerset Hospital at Eerste Rivier Hospital for designated Ophthalmology lists. Provide outreach or support to surrounding District Hospitals that refers patients to New Somerset Hospital.
- ENQUIRIES** : Dr Donna Stokes Tel No: (021) 402-6408.
- 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 New Somerset Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/148** : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL)**  
Cape Winelands District  
(Contact Until 31 March 2028)
- SALARY** : Grade 1: R457 per hour  
Grade 2: R521 per hour  
Grade 3: R603 per hour
- CENTRE** : Breedevalley PHC
- 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 Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including paediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Breede Valley Sub-district, guiding health care colleagues in managing difficult PHC cases.
- DUTIES** : Provide quality outpatient care to patients in Breede Valley Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Breede Valley Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical

	:	governance of Breede Valley Sub-district facilities as required.
<b><u>ENQUIRIES</u></b>	:	Dr B Botha (Clinical Manager) Tel No: (023) 348-1305.
<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. 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 Breede Valley Sub-district for a period of 3 months from date of advert."
<b><u>CLOSING DATE</u></b>	:	13 December 2024
<b><u>POST 44/149</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (25 SESSIONS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	Grade 1: R248 per hour Grade 2: R290 per hour Grade 3: R340 per hour
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as Occupational Therapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist 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 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent clinical skills in the areas of in-patient rehabilitation (Amputations, Orthopedics, Neurology, Neurosurgery, Internal Medicine, Oncology, Psychiatry). Computer literacy. Wheelchair assessment, prescription and provision. Splinting skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high pressured, fast paced working environment.
<b><u>DUTIES</u></b>	:	Deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment mostly in the areas of Amputations, Orthopaedics, Neurology, Neurosurgery, Internal Medicine, Oncology and Psychiatry, but to cover in other areas as requested, as per operational requirements. Performing basic to intermediate level wheelchair assessments and seating for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions.-Executing appropriate discharge plans in accordance with departmental procedures independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to the progress and development of the clinical area. Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training as required.
<b><u>ENQUIRIES</u></b>	:	Ms S Ngemntu Tel No: (021) 938-5062

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

**CLOSING DATE** : 13 December 2024

#### **DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 27 January 2025

**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 POSTS**

**POST 44/150** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT (MONITORING AND EVALUATION) REF NO: DOI 202/2024**

**SALARY** : R849 706 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 in a project management / specialist monitoring and evaluation environment. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices related to the department; Programme/project management; Research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Line functions and Departmental structure. Skills needed: Communication (written and verbal); Report writing and formulation; Planning and Organisational; Financial management; Economic, financial analyst; Strategic planning. Ability to interpret and apply policy.

**DUTIES** : Assist with / manage the development of Departmental Performance information, policies, frameworks and procedures; Facilitate/ Collate Performance Information Management for Departmental Statutory Reporting (i.e. SP, APP, AR, QPR); Manage Monitoring and Evaluation Projects; Verify and validate Performance Information; People and Financial Management.

**ENQUIRIES** : Mr S Martin Tel No: (021) 483 2690

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

**POST 44/151** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R7**

**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)] in Mechanical 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; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving license  
 Competencies: Technical knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; 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; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

**DUTIES**

: 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; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**

: Mr I Haupt Tel No: (021) 483 6453

**APPLICATIONS**

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

**POST 44/152**

: **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE REF NO: DOI 89/2023 R3**

**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 Mechanical Engineering Degree (B Eng/BSc (Eng)) or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving license. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; 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; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

**DUTIES**

: 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; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES APPLICATIONS** : Ms R Kok Tel No: (021)-483 3056  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/153** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY REF NO: DOI 144/2023 R2**

**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 REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
 : An appropriate Mechanical 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; A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

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

**ENQUIRIES APPLICATIONS** : Ms C Skillicorn Tel No: (021) 483 4605  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/154** : **CONSTRUCTION PROJECT MANAGER: EDUCATION INFRASTRUCTURE REF NO: DOI 207/2024**

**SALARY** : Grade A: R833 499 per annum

Grade C: R1 254 282 per annum  
(Salary will be determined based on post registration experience as per OSD prescripts).

**CENTRE  
REQUIREMENTS**

: Department of Infrastructure, Western Cape Government  
: National Higher Diploma (Built Environment field) with a minimum of 4years and six months certified experience; BTech (Built Environment field)with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Project principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Professional judgment; Skills needed: 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**

: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager: Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Project accounting and financial management: Report project progress to Construction Project Manager; Manage project budget and resources in consultation with Construction Project Manager; Office administration: Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client, and management under the guidance of the Project Manager; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Research and development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

**ENQUIRIES  
APPLICATIONS**

: Ms T Potgieter Tel No: (021) 483-4881  
: To apply submit your application online only: via  
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/155**

: **ASSISTANT DIRECTOR: EXPENDITURE (PURCHASE AND PAYABLE) REF NO: DOI 200/2024**

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09)  
: Department of Infrastructure, Western Cape Government  
: Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; An appropriate 3-year B-Degree (equivalent or higher qualification) in financial accounting or related field; A minimum of 3 years relevant experience in financial accounting; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Advanced MS Excel experience; SCOA working knowledge; Modified Cash Standard, MCS working knowledge. Competencies: Knowledge of the following: Applicable legislative and regulatory framework; PFMA and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Planning, budgeting and reporting tools and techniques; Managing of performance information; Financial management concepts; SCM procedures; Public Service reporting procedures; Human Resource Management and Development; Skills needed: Communication (written and verbal); Financial and analytical skills; Problem solving and decision making; Leadership; Ability to work under pressure.

**DUTIES**

: Annual Financial Statements Inputs and other Financial Reporting; Salary



Administration; Compliance with tax legislation; Operational management of Sub-component.  
**ENQUIRIES** : Ms J Davids Tel No: (021) 483 4040  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/156** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOI 201/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience within Supply Chain Management/Finance/Economics environment/ Business analytics and/or data analytics; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer services which include customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques. Skills needed: Verbal and written communication; Problem-solving; Planning and Organising; Managing Interpersonal Conflict; Diversity Management.

**DUTIES** : Assist in the compilation of the procurement plan aligned to the strategic plan, goals, and budget, compliant with the applicable legislative requirements; Execute the process for reviewing expenditures, setting and approving forecasting assumptions; and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items by utilising various tools and technologies to inform future need, trends and forecasting; Develop and implement a strategic sourcing strategy per strategic commodity using statistics, payment data, planning data, tools, templates, forms and generate informative management responses; Manage the data from the available supplier databases and utilize the information to inform reporting and data visualisation; Oversee, coordinate and advise on the process of drafting specification/terms of reference and special conditions of contract are in accordance with legislation and best practices; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage information by applying tools and technologies to inform decision-making in government operations by utilising technical and data analysis, reporting and project management to inform strategic decisions; Produce reports, enhance service delivery, support transparency, support integration / collaboration across departments government spheres and within the external market, within SCM and Branches; Management of staff, Progressive discipline, SPMS.

**ENQUIRIES** : Ms P Van Der Merwe Tel No: (021) 483 6915  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/157** : **SENIOR ADMINISTRATIVE OFFICER: HS PROJECT ADMINISTRATION REF NO: DOI 203/2024**

**SALARY** : R376 413 per annum (Level 08)  
**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 relevant experience in a housing project administration working environment. Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant public service legislation, policies, guidelines; Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines; Employment Equity Act; Local authorities, national departments and other provincial departments; Relevant People Management and other related public service legislation, policies, regulations, strategies, frameworks, guidelines; Information and Records Management; Labour Relations legislation and

regulations. Skills in the following: Computer Literacy; Written and verbal communication skills; Organisation; Interpersonal; Database administration; Training; Report Writing; Organising; Problem solving; Interpret and apply policies Innovative and analytical thinker; People Management; Planning.

**DUTIES** : Compile submissions on behalf of Local Authorities for consideration by the Department for IRDP, PHEP, UISP, SEF and Managed PHP applications. To promote, administer, facilitate and co-ordinate matters regarding project administration to Local Authorities/Developers and Beneficiaries; Supervise normal office duties/supervision/evaluation and training of sub-ordinates and manage personnel matters of the component; Supervise the timeous registration and uploading of all relevant project application documents on PCS and processing of project approval processes. Ensure the update of information of all internal spreadsheets of the BP; Human Resource Management.

**ENQUIRIES** : Mr I Ampo Tel No: (021) 483 2389  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/158** : **TRAINING OFFICER: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 54/2024 R1**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years' experience in a Supply Chain Management/Finance/Audit environment; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, and Adobe PDF; Extensive experience in administrative support for large teams; Completed additional professional development courses; Proven ability in data capturing and report compilation; Skilled in minute-taking and effective communication with relevant stakeholders. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to training and supply chain management; Customer orientated; Principles and processes for providing customer and personal services; quality control; Information management and public administration; Skills needed: Planning and organising; problem-solving and decision-making; Project management; Stakeholder engagement; Communication and information management; Team membership; public speaking and traveling within the Western Cape continuous improvement; Diversity management and applying technology; Citizen focus and responsiveness and citizen service orientation.

**DUTIES** : Identify training needs for internal stakeholders, actively and regularly through the performance management system. Compliance assessments and skills audit; Arrange best practice training in the SCM sphere for all SCM practitioners/officials in accordance with national minimum training requirements and all relevant prescripts, conducting market research and evaluate and assess the quality of learning programmes; Arrange and monitor all logistical arrangements for training interventions, various stakeholder engagements, contractor information sessions and general office support; Reporting on training contracts in place,(including recommending timely replacements, renewals, extensions and cancellation of contracts),compile and prepare reconciliation of invoices, and keeping records; Schedule engagements with and provide general feedback to supervisors and trainees on needs, outcomes and certificates; Coordinate, organise and implement informal training and awareness sessions for external stakeholders.

**ENQUIRIES** : Ms A Jansen van Rensburg Tel No: (021) 483 2018  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/159** : **ADMINISTRATIVE OFFICER: ROAD SYSTEMS REF NO: DOI 199/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 1 - 2 years post matric (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, and Adobe PDF; Extensive experience in administrative support for large teams; Completed additional professional development courses; Proven ability in data capturing and report compilation; Skilled in minute-taking and effective communication with relevant stakeholders. Competencies: Knowledge of the following: Principles and processes for providing customer and personal service; Quality control; Technical knowledge; Information management; Public administration; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving & Decision-making; Planning & Organising; Citizen Focus & Responsiveness.
- DUTIES** : Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents.
- ENQUIRIES** : Mr J Neethling Tel No: (021) 483 2214
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 44/160** : **ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICES REF NO: DOI 204/2024**
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1 year administration experience. Competencies: Knowledge of the following: Information and Knowledge Management; Records Management; Enterprise Content Management; PAIA Act; Technical proficiency; OpenText ECM software. Skills needed: Written and verbal communication; Good Listening; Typing; Facilitation; Computer literacy; Problem solving; Basic numeracy; Change Management.
- DUTIES** : Render administrative services to users of the MyContent - Enterprise Content Management (ECM) system by providing first line technical support; Render user support and guidance in the use of the MyContent through daily visits to users, one-on-one support, and act as advocates for change management; Monitor and evaluate compliance to MyContent processes, policies and systems by regular visits to users, attendance of component meetings; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, collect, store and disseminate records of the department, produce reports, enhance service delivery, support transparency, and support integration / collaboration across departments / government spheres; Communicate and apply the Batho Pele principles in service delivery; Assist with PAIA requests (complete documents within the required timeframe) and render PAIA process support; Assist in the Mentorship Programme by facilitating Mentor /Mentee relationships; Assist in arranging Lunch and Learn sessions for the Department; Assist in conducting the annual Knowledge Management Maturity Assessment.
- ENQUIRIES** : Ms C. Jurd Tel No: (021) 483 9983
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 44/161** : **GROUNDSMAN: TECHNICAL SUPPORT SERVICES, REF NO: DOI 205/2024 (X4 POSTS AVAILABLE IN CAPE TOWN)**
- SALARY** : R131 265 per annum (Level 02)
- 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: Garder machinery operator and above average gardening experience. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Appropriate knowledge of gardens and grounds maintenance; Skills needed: Good

		verbal and written communication; Ability to work under pressure, independently as well as in a team and perform routine tasks.
<b><u>DUTIES</u></b>	:	Mowing of lawns; Trimming/Pruning different kinds of plants with machines and hand tools; Irrigation Maintenance and Repairs; Machinery Operator (brush cutter, chainsaw, hedge trimmer, pole pruner, ride-on); Spraying of chemicals on flower beds and hard surfaces for weeds, harmful pests and diseases; cultivate the soil for trees and flowers; Manual weeding, fertilizing and planting; Grounds maintenance(sweeping, scrubbing, general paving, well executed pathways, empty dirty bins; General cleaning of the entire estate and the surrounding perimeters; Detect and report malfunctions of gardening equipment and tools; Repair minor defects of gardening equipment and tools.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Y Sihawula Tel No: (021) 817 6036
	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 1. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 2. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a>
<b><u>NOTE</u></b>	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<b><u>POST 44/162</u></b>	:	<b><u>CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: DOI 206/2024 (X3 POSTS AVAILABLE IN CAPE TOWN)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R131 265 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Cleaning and Machinery operator. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Appropriate knowledge of cleaning procedures; Skills needed: Good verbal and written communication; Ability to work under pressure, independently as well as in a team and perform routine tasks.
<b><u>DUTIES</u></b>	:	Cleaning of offices will follow immediately after toilet facilities have been cleaned and the toilet checklist has been completed; Vacuuming (floor, chairs) must be done once a week and any other time when needed; All workstations (desks) including side cupboards with drawers must be washed/wiped and polished once a week; Empty the bins twice a day and wash them weekly; Clean windowsills twice a week and clean windows inside once a month; Clean glass doors once a week and any other time when needed; Vacuum open plan, polish skirtings and clean tables and chairs including dusting; Safeguarding of cleaning equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Mazonke Tel No: (021) 483 5190
	:	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, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a>
<b><u>NOTE</u></b>	:	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. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS

Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

## **POLICE OVERSIGHT AND COMMUNITY SAFETY**

**CLOSING DATE** : 27 January 2025  
**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 POSTS**

**POST 44/163** : **ASSISTANT DIRECTOR: SAFETY PLANNING REF NO: POCS 05/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Police Oversight and Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Recommendation: Honours degree in Social Sciences or equivalent; Relevant research work experience in community safety, policing, crime or similar environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Safety, policing, crime or criminal justice; Administrative processes; Research methodologies; Research process(qualitative and quantitative research); Data collection tools and techniques; Data analysis; Report writing; Public service planning and reporting; Policies and priorities of the government of the day; Skills in the following: Written and verbal communication skills; Presentation skills; Planning and organizing; Data collection; Data interpretation; Computer skills; Project Management; Data analysis; Critical thinking; Problem solving and decision making; Interviewing and probing; Research skills.

**DUTIES** : Conduct research in terms of violence prevention, policing and Departmental priorities; Conduct evidence-based assessments of interventions/programmes rendered by the Department and other stakeholders; Execute special research on policing, safety, and dissemination of information; Conduct statistical analysis of crime and other related datasets.

**ENQUIRIES** : Ms A Dissel Tel No: (021) 483 6548  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/164** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: POCS 06/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Police Oversight and Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant/related experience in Supply Chain Management. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards, (Public Finance Management Act -PFMA, National Treasury Regulations, Provincial Treasury Instructions/Directives; Extensive knowledge of Supply Chain Management systems such as LOGIS; Logistic

- Management; Procurement best practices including sourcing strategies and different mechanisms for procurement; Procurement policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word Excel, PowerPoint); Communication skills (written and verbal); Conflict Management; Planning and organising; Ability to work independently and as part of a team.
- DUTIES** : Render a logistic support service inter alia coordinates and process requisitioning for goods and services; Administer the safekeeping and distribution of goods; Coordinate the control of stock Inventory/Disposition stock inventory/monitor bincards/discrepancies; Perform Logis system control functions; Liaise with Provincial Treasury User Support relating to system queries and User Accounts; Administer process of payments; Supervisory functions.
- ENQUIRIES** : LR Lawrence Tel No: (021) 483 6059
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF THE PREMIER**

- CLOSING DATE** : 27 January 2025
- 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 POSTS**

- POST 44/165** : **DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 49/2024**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year Social and Administrative Sciences or related; A minimum of 3 years relevant management experience; A valid code B (08) driving license. Recommendation: LLB Degree; Master's degree; Children's Rights expert; Social Policy expert. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Strategy development, strategy management and strategy monitoring and review processes; People management processes; Financial management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Investigation and research processes; Advocacy; Social policy; Child rights; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant policies and procedures; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.
- DUTIES** : Manage the initiation and conducting of investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Manage the Initiation and conducting of research with regard to policies and legislation pertaining to children; Manage and investigate matters related to the mandate of the Commissioner; Establish a confidential and robust application mechanism for applications by the public regarding matters for investigation or research; Review/prepare documents to support the review of applications for investigation or research; Contact relevant stakeholders (such as families, schools, hospitals, children's homes, places of safety, correctional facilities, police stations etc) relating to the issue of investigation, and conduct interviews, meetings or other engagements with them

where necessary; Review/prepare reports upon the completion of an investigation for submission to the Commissioner for Children; Ensure that any reports to WCPP are submitted timeously; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Promote lobbying on child rights issues within the Province; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Sub directorate.

**ENQUIRIES** : Ms D Reid - [Donelle.Reid@westerncape.gov.za](mailto:Donelle.Reid@westerncape.gov.za)  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 44/166** : **CHILDRENS COMMISSIONER OFFICER REF NO: DOTP 52/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving license. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

**DUTIES** : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

**ENQUIRIES** : Ms. T Goldschmidt - [Tessa.Goldschmidt@westerncape.gov.za](mailto:Tessa.Goldschmidt@westerncape.gov.za)  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **PROVINCIAL TREASURY**

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

**CLOSING DATE** : 27 January 2025  
**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 44/167** : **FINANCIAL ASSET MANAGER: PROVINCIAL GOVERNMENT CASH MANAGEMENT REF NO: PT 48/2024**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Assets Management; A minimum of 3 years management experience financial management related field; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Analysis and Reporting; Compliance and Regulatory Frameworks; Investment Management; Risk Management; Leadership and Decision-Making; Analytical thinking; Strategic thinking; Conflict resolution; Monitoring, evaluation and reporting; Presentation.

**DUTIES** : Forecasting cash requirements of the province; Reconciliation of provincial revenue funds; Manage Debtors, Liabilities and Investment within the Province; Provision of banking contract management and account maintenance; Plan and manage the work of and account for the overall performance of the sub-directorate; Financial Management.

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

## 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** : 27 January 2025  
**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 POSTS

**POST 44/168** : **SOCIAL WORK MANAGER: REGIONAL OFFICE: METRO SOUTH REF NO: DSD 96/2024**

**SALARY** : Grade 1: R920 082 - R1 052 016 per annum, (as prescribed by OSD)  
Grade 2: R1 094 508 – R1 289 274 per annum, (as prescribed by OSD)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.



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

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

**POST 44/169** : **MANAGER EDUCATION: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 99/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Department of Social Development, Western Cape Government  
: An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years experience as an Educator. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

**DUTIES** : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Ensure safety and disciplinary measures within the education environment; People management and development; Effective operational planning and execution.

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

**POST 44/170** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (ELSIES RIVER) REF NO: DSD 89/2023 R1**

**SALARY CENTRE REQUIREMENTS** : R432 348 - R500 715 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

**DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through

the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

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

**POST 44/171** : **ASSISTANT DIRECTOR: BANKING AND CASH MANAGEMENT REF NO: DSD 100/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years relevant administrative experience in a financial 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; Skills needed: Financial accounting; Analytical thinking; Budgeting; Numeracy and accuracy; Communication(written and verbal); Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution.

**DUTIES** : Manage and supervise staff who perform the following functions and perform the more complex work in that regard: Payments (transfer, LOGIS, BAS); Bookkeeping; BAS systems control; Credit control; Salary administration; Debt management.

**ENQUIRIES** : Mr JJ Joubert Tel No: (021) 483 6022

**POST 44/172** : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: DSD 97/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (or higher qualification);A minimum of 1 year experience in a financial accounting environment. Competencies: Proven Knowledge in the following: Public Finance Management ACT(PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure);Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.

**DUTIES** : Provide effective and efficient expenditure and payment services; Control and supervise the accounting system for transfer payments and subsidies to ensure efficiency and effectiveness; Render effective and efficient Sundry (BAS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Provide bookkeeping and financial accounting services: Bookkeeping; Maintain the Basic Accounting System; Financial Statements; Credit Control; Provide salary administration and debt management services: Salary Administration; Debt Management; Provide banking and cash management services; Supervisory functions.

**ENQUIRIES** : Mr J Joubert Tel No: (021) 483 6022

**POST 44/173** : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT) REF NO: DSD 98/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following:

Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising; Analytical and systems thinking; Conceptual and formulation; Computer literacy.

**DUTIES**

: Provide effective office administration and management support services to the Component: Handle general enquiries pertaining to the functioning of the component and manage component correspondences. Maintain and control leave, and asset register for the component; Provide budget support to the component: Assist to compile the budget expenditure for the directorate and complete the IYM; Maintain and assist with implementation of the component's monitoring and evaluation system: Develop and maintain a comprehensive database of networks, service providers.

**ENQUIRIES**

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