

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

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

CLOSING DATE : 21 October 2024

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

OTHER POSTS

POST 35/168 : **SCIENTIST (PRODUCTION LEVEL): CROPPING SYSTEMS REF NO: AGR 20/2024 R1**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate Science degree BSc (Hons) or equivalent with Agronomy as a major subject; Compulsory registration with SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 3 years post-qualification natural scientific experience in Agronomy; A valid code B driving licence. Recommendation: MSc Agric degree in Agronomy; Experience in crops and cropping systems in the Western Cape (Small grain production systems, including cover crops); Experience in livestock management; Research connections with academic institutes involved in agronomy research, are recommended. Competencies: Working knowledge of the following: Small stock management and grazing management; Conservation agricultural and regenerative agricultural systems; Implements/machinery used in the small grain systems; Agronomy; Management in multidisciplinary cropping systems of the Western Cape and the management of component trials in cropping systems for optimal production and sustainability; Planning skills that involves managing a complex multidisciplinary systems trial within, as well as the large data sets involved; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this research area; Skills in the following: Communication skills production and scientific level: Research connections with academic institutes involved in cropping systems and agronomy are recommended; Contact with industry and producers is important; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in the field of agronomy and cropping systems in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective research service

ENQUIRIES : Ms A Swanepoel Tel No: (021) 808 5320

POST 35/169 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 19/2024 R1 (X2 POSTS AVAILABLE IN ELSBURG AND TYGERHOEK)**

SALARY : Grade A: R371 253 per annum
Grade C: R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma with Soil Science/Agronomy or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Recommendation: Experience in soil science research; Experience with soils in small grain crops and systems of the Western Cape. Competencies: Knowledge of the following: Major small grain crops in the Western Cape; Soils in the Western Cape climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MSOffice Package (Word, Excel, PowerPoint); Communication (written and verbal) skills; Ability to work independently and as part of a team.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms A Swanepoel Tel No: (021) 8085320

POST 35/170 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (DAIRY) REF NO: AGR 22/2024 R1**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc (Agric) in Animal Science as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification Natural Scientific experience; A valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences; Demonstrable experience in dairy research. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently. **DUTIES** : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Ms M Burger Tel No: (021) 8085375

POST 35/171 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (RUMINANTS) REF NO: AGR23/2024 R1**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc Agric in Animal Science as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification Natural Scientific experience; A

valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences; Demonstratable experience in ruminant research. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Ms M Burger Tel No: (021) 8085375

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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OTHER POST

POST 35/172 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET MANAGEMENT REF NO: CAS 41/2024 (X2 POSTS)**

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 2years experience in a Supply Chain Management environment. Recommendation: Relevant experience in bids administration; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Report writing. Skills in the following: Numeracy; Analytical; Decision making; Problem solving; Literacy; Interpersonal skills; Typing; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Economic, financial analysis; Strategic Planning.

DUTIES : Provide a bid administration function; Compilation of the Departmental Procurement Plan and ensure continuous monitoring and progress updates; Render support services during the development of specifications/ Terms of Reference (TOR); Render Acquisition Management Service; People Management.

ENQUIRIES : Mr T Malgas Tel No: (021) 4839558

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 : 21 October 2024

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OTHER POSTS

POST 35/173 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 26/2024**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year B- Degree (equivalent or higher qualification); A minimum of 3-years financial/supply chain management experience at supervisory/management level. Recommendation: Relevant experience in bids administration; 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: Human resources management function; Constitutional, legal, and institutional arrangements governing the South African public sector; Provincial policy development processes; Financial management processes; Strategic sourcing and Preferential Procurement/BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices, including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, and contract management; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions); Transport management; SCM Systems (Syspro, Logis, Integrated Procurement System, Basic Accounting System). Skills in the following: Numeracy; Literacy; Driving; Typing; Computer Literacy; Language skills; Project Management; Economic, financial analysis; Legal Administration; Strategic Planning; Networking and networking formation skills; Conceptual and formulation skills; Leadership skills (focusing on the ability to display thought leadership in complex applications); Team-building and strong interpersonal skills; Communication skills (verbal and written); Planning, organising and people-management skills.

DUTIES : Manage the functional operation regarding Acquisition, Demand and Contract Management within the Sub directorate; Manage the Physical Asset Management functional operation of the Subdirectorate; Manage the Logistics and Disposal Management functional operation, inclusive of Logistic Transport Management in the Subdirectorate; Provide Human Resource and Financial Management.

ENQUIRIES : Ms M. Abrahams Tel No: (021) 483 9138

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health and Wellness 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.

ERRATUM: Kindly note that Post 34/ 248: Clinical Programme Coordinator: Grade 1 to 2 (HIV AIDS AND TB): Chief Directorate: Metro Health Services, Salary: Grade 1: R 520 560 per annum, Grade 2: R 602 964 per annum, Centre: Northern/Tygerberg Sub-Structure Office, has been cancelled. And Kindly note that Post 34/262: Professional Nurse: Grade 1 to 3 (General Nursing) (2 posts), 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: Vanguard Community Health Centre and Du Noon Community Health Centre has been cancelled.

MANAGEMENT ECHELON

<u>POST 35/174</u>	:	<u>CHIEF EXECUTIVE OFFICER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 216 824 per annum, (A portion of the package can be structured according to individual needs).
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health-related field or Managerial field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major management aspects within a health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Proven leadership and management competencies specific to a health-care environment. Strong business orientation with proven skills and ability in the financial management of a health service. High level of communication skills. Advanced planning and organising skills. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email).
<u>DUTIES</u>	:	Exercise Values-based leadership and overall governance, within the departmental strategic priorities and framework of a Regional Hospital and the health ecosystem. Enhance collaborative leadership within the ecosystem aligned with the culture transformation journey of the Department of Health and Wellness. Overall responsibility for Clinical Governance of George Hospital, ensuring the effective and efficient management of all aspects of patient care and ensuring the highest standard of clinical care possible within the available resources. Ensure effective risk and disaster management. Overall responsibility for corporate governance, including all aspects of People Management and Development, Change Management, Financial Management, Information Management, Infrastructure and Facility Management. Ensure effective and efficient engagement with external stakeholders.
<u>ENQUIRIES</u>	:	Dr LC Phillips Tel No: (044) 695-0047
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 October 2024

OTHER POSTS

<u>POST 35/175</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (ADULT GASTROENTEROLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Gastroenterology (adult). Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Gastroenterology (Adult). Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Gastroenterology (Adult). Competencies (knowledge/skills): Appropriate experience as a Gastroenterology Sub-Specialist in an academic environment with managerial experience. Independent research experience with publication and related research output. Experience in undergraduate, post-graduate and sub-specialist Gastroenterology teaching and training. Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams. Leadership of the Division of Gastroenterology. Skills

in Interventional Gastroenterology and in the management of patients. Academic leadership including ability to provide teaching and clinical training to undergraduate, postgraduate students and Gastroenterology trainees. National reputation as a leader in the field of Gastroenterology. International reputation as a leader in the field of Gastroenterology. A strong history of academic mentoring and supervising research within the field of Internal Medicine and Gastroenterology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Gastroenterology.

DUTIES : Lead and manage the adult Gastroenterology Division / Gastroenterology services of the hospital. Lead and provide teaching and training of undergraduate, postgraduate students in Gastroenterology as well as supervision of Gastroenterology trainees. Lead a Gastroenterology research program.

ENQUIRIES APPLICATIONS : Prof H Reuter Tel No: (021) 938-9081 / Dr M Mukosi Tel No: (021) 938-4136
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : This is a joint staff appointment with the SU-FMHS. The successful candidate will also be The Head of Division of Gastroenterology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University.

CLOSING DATE : 11 October 2024

POST 35/176 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ADULT GASTROENTEROLOGY)**

SALARY : Grade 1: R1 472 673 per annum
Grade 2: R1 680 780 per annum
Grade 3: R1 835 835 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Gastroenterology (Adult). Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Gastroenterology (Adult). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Gastroenterology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Gastroenterology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Gastroenterology. Inherent requirement of the job: Provide afterhours care accordance with the commuted overtime contract. Competencies (knowledge/skills): Appropriate experience as a Gastroenterology Sub-Specialist in an academic environment. Experience in undergraduate, postgraduate and sub-specialist Gastroenterology teaching and training. Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams Skills in Interventional Gastroenterology and skills in the management of patients. Academic leadership including ability to provide teaching and clinical training to undergraduate, postgraduate students and Gastroenterology trainees. A strong history of academic mentoring and supervising research within the field of Internal Medicine and Gastroenterology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Gastroenterology.

DUTIES : Inpatient and outpatient care of patients with gut and liver diseases. Provide teaching and training of undergraduate, postgraduate students in Gastroenterology as well as supervision of Gastroenterology trainees. Participate in the quality development programmes of the division of Gastroenterology. Conduct, assist and stimulate the Gastroenterology research program.

ENQUIRIES APPLICATIONS : Prof H Reuter Tel No: (021) 938-9081 / Dr M Mukosi Tel No: (021) 938-4136
: Applications are submitted online via 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 in Gastroenterology (Adult) with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 11 October 2024
- POST 35/177** : **MEDICAL OFFICER GRADE 1 TO 3 (G2G TB MENTORSHIP AND GOVERNANCE)**
Garden Route District
(1 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to individual needs).
- CENTRE** : Garden Route District Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy including virtual meeting platforms e.g. MS TEAMS/ZOOM Proficiency in facilitating mentorship forums online and in person good leadership and project management skills. Extensive experience in management, clinical governance and mentorship of TB and HIV programmes. Accreditation as a mentor for Nurse Initiated Management of Antiretroviral Therapy (NIMAART) would be beneficial.
- DUTIES** : Support Comprehensive Health, enabling effective implementation and monitoring of TB/HIV programmes throughout the Garden Route District. Coordinate, implement and support mentorship and training of clinical staff in TB/HIV services. Facilitate mentorship and authorisation of Professional Nurses in NIMART. Through mentorship programmes improve outcomes of TB programme, priority lost to follow up and linkage to care. Support the collection of accurate data at point of care and the analysis thereof to inform Quality improvement plans. Support the development and/or strengthening of Sub-district clinical governance systems to affect improved outcomes in TB services.
- ENQUIRIES** : Ms G Holton Tel No: (044) 803-2700
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
- CLOSING DATE** : 11 October 2024

<u>POST 35/178</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (POISONS INFORMATION CENTRE)</u>
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week within the Department of Paediatrics and Child Health. Competencies (knowledge/skills): Appropriate supervised general paediatric experience post community service. Appropriate experience in database preparation and maintenance. A high degree of computer literacy. Practical experience in Poison Centre operation. Clinical experience in the treatment of patients with known or suspected poisoning, or relevant training in toxicology. The ability to communicate clearly and empathetically in telephone conversations. Ability to work systematically and accurately. Good communication and interpersonal skills. Ability to remain calm under pressure. Able to work independently as well as in a team. The ability to review medical literature and to write clear treatment guidelines. Training will be given but the incumbent will hold a key position and will have to demonstrate considerable initiative in performing his/her duties.
<u>DUTIES</u>	:	To oversee the Poisons Information Centre (PIC) with a clear vision (including service redesign), skills in operating procedures and willingness to support staff wellness. To contribute to an accurate, comprehensive and up-to date AfriTox Poisons Information database for the treatment of children and adults, by reviewing toxicological literature and preparing monographs and treatment protocols relevant to healthcare workers in Southern Africa, and to ensure that AfriTox is maintained and distributed to all facilities in South Africa. To oversee the IT development of the AfriTox Poisons Information database. To oversee and participate in a team providing the Poisons Information Helpline telephone service and to work on its sustainability as a national service. Willingness to participate in on-site overtime duties within the Department of Paediatrics and Child Health. To oversee the development, maintenance and data quality of the TeleLog database. To participate in teaching & training within the DPCH, and to teach around poisoning and its management (undergraduate, postgraduate students, as well as other groups); This could include a clinical component e.g. joining ward rounds in key areas such as SSW and PICU. To network with national and international organizations (e.g. WHO) and South African government departments to further the contribution of the PIC to toxicology both locally and internationally. To initiate and participate in research relevant to poisoning and toxicovigilance, and to publish the relevant information.
<u>ENQUIRIES</u>	:	Dr Moegamad Salie Tel No: (021) 658-5430, Email: Moegamad.salie@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/179</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (X3 POSTS)</u>
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	:	Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the medical officer roster, HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Salie Tel No: (021) 658-5430, Email: Moegamad.salie@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before

the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for other vacant Medical Officer (Internal Medicine) posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 11 October 2024
- POST 35/180** : **MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRIC MEDICINE) (X8 POSTS)**
(12-Month Contract)
- SALARY** : 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.)
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.
- ENQUIRIES** : Dr M Salie Tel No: (021) 658-5430, Email: Moegamad.salie@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before

the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE

: 11 October 2024

POST 35/181

: **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
(Chief Directorate: Metro Health Services)

SALARY

: Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum

**CENTRE
REQUIREMENTS**

: New Somerset 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. Inherent requirements of the job: Applicants must provide after-hours emergency service on a duty roster. Willingness to work commuted overtime. Valid driver's licence. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to work in a professional team Post-internship experience in general Obstetrics and Gynaecology (under onsite supervision of a registered specialist), including clinical experience with labour ward management and performing caesarean sections, and competency in assessing and managing first-trimester surgical emergencies. Ability to achieve and maintain good interpersonal relations with staff, patients and their families Must assist with the provision of a comprehensive Obstetrics and Gynaecology service. Completion of /or exemption from South African Community Service Sound verbal and written communication skills Good interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.

DUTIES

: Provide a high-quality clinical service to patients and their families Supervision of medical interns to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals and students. Informal teaching and training of junior staff in the course of clinical work. Clinical teaching of undergraduate medical students and nurses. Effective and efficient administration of clinical services. Administration of medical officer rosters. Improve professional competence by regular self-learning and reflection with the application of current evidence.

**ENQUIRIES
APPLICATIONS**

: Dr D Richards Tel No: (021) 402-6911
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application 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 Department for a period of 3 months from date of advert. No payment of any kind is required when

applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 11 October 2024

POST 35/182 : **COUNCILLOR: GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R675 450 per annum
Grade 2: R769 347 per annum
Grade 3: R868 662 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Bredasdorp CDC, Cape Agulhas Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with the Health Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Registered Counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual.

DUTIES : Provide preventative and developmental counselling services and interventions on all systems levels. Perform supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Perform basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskilling of mental health workers and other stakeholders as indicated Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

ENQUIRIES : Mrs. D Liedeman-Prosch Tel No: (028) 514-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 October 2024

POST 35/183 : **ASSISTANT MANAGER NURSING (COMMUNITY BASED SERVICES)**
West Coast District

SALARY : R656 964 per annum

<u>CENTRE REQUIREMENTS</u>	:	West Coast District Office, Malmesbury
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector). Understanding of knowledge of the core package of services for PHC and the Rural DHS. Excellent report writing and project management skills Experience with statistical data and financial management. Computer literacy (Ms Word, PowerPoint and Excel, Internet).
<u>DUTIES</u>	:	Overall management, planning, co-ordination, facilitation and effective implementation of HCB services ensuring quality integrated and comprehensive service. Effective support to the deputy director incl Interface management with all internal and external stakeholders. Lead and manage sub-component human, financial and physical resources. Effective monitoring and evaluation of priority services objectives, goals, performance indicators and targets. Capacity building of relevant Non-profit institutions and the community-based services sector.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Kogana Tel No: (022) 814-0348 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within West Coast District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/184</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 TO 2 (COMPREHENSIVE HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R520 560 per annum Grade 2: R602 964 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease. Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide comprehensive support for the Knysna Sub District Primary Health Care management team to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC) Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Support Knysna Sub-District to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation, and analysis of statistical data.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 203-7205

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

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for other Clinical Programme Coordinators posts within the Knysna Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 11 October 2024

POST 35/185 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/ Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience with regards to quality related aspects in a hospital or health service environment. Appropriate Experience in customer care and complaints management. Inherent requirement of the job: Valid driver's licence (code B/EB). Competencies (knowledge/skills): Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards Computer literacy in the full Microsoft Office Package.

DUTIES : Manage, evaluate, and report on all aspects of the quality assurance program. Manage, evaluate, report on, and respond to consumer input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Prepare management reports and provide statistical data. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Involve quality assurance committees, champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture change is recognized and rewarded. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints, and various other related committees to improve quality of care and service user's satisfaction. Corporate Governance, people, and financial management.

ENQUIRIES : Ms SD Leo Tel No: (021) 850-4704
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 October 2024

POST 35/186 : **DISTRICT FLEET MANAGER**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R444 036 per annum
CENTRE : Emergency Medical Services, Overberg District
REQUIREMENTS : Minimum educational qualification: Grade12 Certificate with extensive Fleet Management experience. Experience: Relevant management experience in Fleet management services including competency in Fleetman and Vehicle Tracking management software or similar. Inherent requirements of the job: Valid code C1 driver's licence with PDP. Ability to work outside and be mentally and physically fit. Willingness to be on standby and work overtime at all hours. Ability to work irregular

hours (including weekends, public holidays and nights). Ability to travel provincially and nationally. Competencies (knowledge/skills): Technical knowledge to identify shortcomings on vehicles. Good administrative, human resource management, financial management, Leadership, project management, communication, interpersonal and Conflict resolution skills. Computer literacy and competency in Exell, Word, PowerPoint. Knowledge of Fleet management and tracking systems. Knowledge of Government Motor Transport Circular 3/2019 and vehicle maintenance. Knowledge of Standard Operational Procedures on Fleet Management services.

DUTIES : Attend to emergency breakdowns, including after-hours repairs, accidents (Ems fleet) and interdepartmental accident investigations & Standby/call out duties as required. Supervise and assist with repairs and maintenance. Training of subordinates. Overall supervision, administrative duties and cost-effective management of mechanical workshop. Minimizing fleet downtime and maximizing cost efficiency. Assisting with driving programs.

ENQUIRIES : Mr H Steenkamp Tel No: (023) 347-3360
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE : 11 October 2024

POST 35/187 : **PHYSIOTHERAPIST GRADE 1 TO 3**

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

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with the Health Professions Council: Registration with HPCSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist 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: Required to participate in on call and weekend duties. Required to accumulate CPD points for continued registration with HPCSA. Competencies (knowledge/skills): A good basic knowledge and skills of all aspects relating to physiotherapy. Ability to work independently and in a multi-disciplinary team. Good communication skills. Problems solving skills and ability to work under pressure.

DUTIES : Assessment, treatment and holistic physiotherapy management of patients. Stock management and control. Assist with student training and supervision. Perform administrative activities relating to physiotherapy. Participation in departmental and clinical area activities.

ENQUIRIES : Ms A Swart Tel No: (021) 938-4576 / 5152
APPLICATIONS : Applications are submitted online via 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 a Physiotherapist with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 11 October 2024

POST 35/188 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (MENTAL HEALTH)**
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 : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Health Professions Council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with HPCSA as an Occupational Therapist. Minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license Willingness to travel and to perform overtime when required. Competencies (knowledge/skills): Appropriate experience in the Mental health field. Good communication, advocacy and interpersonal skills. Good liaison, facilitation, training and presentation skills. The ability to work with different computer software programmes: MS windows suite (MS word, MS excel, MS Power Point). The ability to work independently and within a multidisciplinary team. Good administrative and report writing skills. Knowledge of FA21, Ideal Clinic, and other relevant policies, protocols, and guidelines. Analytic thinking, independent decision making and problem-solving skills.

DUTIES : Plan, manage and develop systems specifically related to risk management in community mental health facilities. Support the management of the Community Mental Health Facility project to promote optimal support for users in residential care mental health care facilities. Assessment of MH/ID clients residing at Alexandra and community Mental Health care settings. Determine appropriate treatment of community mental health patients in Community Mental Health Facilities. Contribute to the development and implementation of Occupational Therapy programs in the community, including PSR. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties including report writing, attending meetings Develop objectives and action plans for the management of CMHF according to MH Regulations. Assisting in the Co-ordination of community mental health facilities services in the district. Contribution to the training & mentoring to improve the care for the mental health community facilities and CBS teams.

ENQUIRIES : Ms. L Saville Tel No: (021) 503- 5004

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

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

CLOSING DATE : 11 October 2024

POST 35/189 : **RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)**

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

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as an Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team

DUTIES : Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day to day activities.

ENQUIRIES APPLICATIONS : Ms N Behardien-Peters Tel No: (021) 404-4187
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 October 2024

POST 35/190 : **RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)**
(Chief Directorate: Metro Health Services)

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

CENTRE REQUIREMENTS : Victoria Hospital
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 the Health Professions Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform

Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Must be willing to work shifts and night duty as scheduled. Must be willing to work overtime when required. 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. Experience in Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.

ENQUIRIES : Mr R Arendse Tel No: (021) 799-1173

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

NOTE : No payment of any kind is required when applying for this post. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for other similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. 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.

CLOSING DATE : 11 October 2024

POST 35/191 : **CLINICAL TECHNOLOGIST: GRADE 1 TO 3 (NEUROLOGY)**

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

CENTRE : Groote Schuur, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with the Health Professions Council: Registration with HPCSA as a Clinical Technologist: Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology.

DUTIES : Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Monitoring of and maintaining neurophysiology and other electronic equipment. Infection and stock

control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrode video EEG monitoring. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT). Willingness to work overtime when required. Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Providing accurate interpretation and reporting of the above neurophysiology procedures. Expertise and experience in intraoperative monitoring would be a distinct advantage. Assisting with a development teaching plan for clinical technology students and neurologists and participating in and/or assisting with research.

ENQUIRIES : Ms C Hanekom, email address: Carla.bailey@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 October 2024

POST 35/192 : **SENIOR PERSONNEL PRACTITIONER (EMPLOYMENT POLICY AND PRACTICES)**
 Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in all aspects of PERSAL and People Management matters. Inherent requirement of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Extensive knowledge of PERSAL. Knowledge of HR Policies, procedures, practices. Knowledge of Staff Performance Management System. Computer skills (MS Office, Excel and PowerPoint).

DUTIES : Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, Complete and follow up compliance investigations. Provide support to CHC's and Hospitals within the Khayelitsha/Eastern Sub-structure with regards to development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Assist with the formal moderation. Investigate grievances about service benefits and SPMS. Monitor and ensure compliance/quality. Assist staff, supervisor, management with employment policy and practices.

ENQUIRIES : Ms. LD Fester Tel No: (021) 360-4732
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical/written and oral assessment, which may include a competency assessment. The pool of candidates may be utilized for other Senior Personnel Practitioner (Employment Policy and Practices) within the Chief Directorate Metro Health Services for a period of 3 months.

CLOSING DATE : 11 October 2024

POST 35/193 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
 Central Karoo District

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

CENTRE : Laingsburg Hospital

<u>REQUIREMENTS</u>	:	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. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to assist at PHC services when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Samuels Tel No: (023) 814-2015 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for other Professional Nurse General posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessments
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/194</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Murraysburg Clinic Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC). Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts. Valid (Code B/EB) Driver's Licence and willingness to travel. Willingness to assist at Murraysburg Hospital when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care.
<u>DUTIES</u>	:	Provide Holistic PHC nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective utilization of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training and research and data management. Provision of Support to Nursing Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Fass Tel No: (049) 844-0021 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/195</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)
<u>CENTRE</u>	:	Koue Bokkeveld Mobile Clinic (X1 Post) Bella Vista Clinic (X1 Post) Skurweberg Mobile Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	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. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care.
<u>DUTIES</u>	:	Provision of quality basic nursing patient centred care in a Clinic setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Community participation, outreach and support. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr L Wawini Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/196</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PROFESSIONAL SUPPORT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate office administration experience. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint). Excellent written and verbal communication. Interpersonal/Listening and typing skills. Organising/Record keeping. Analytical thinking/Problem solving and negotiation skills. Ability to work well in a team. Ability to work under pressure. Self-motivated and reliable.
<u>DUTIES</u>	:	Provisioning of effective administrative assistance functions including recording/receipt of submissions, S&T claims, travel arrangements and coordination/diary management. Meeting and attendance coordination for the Professional Support

team. Minute taking and document management Provide logistical support pertaining to meetings; events, projects, and workshops; including in arranging groupwork, invitations and communication with participants. Provide office administration functions and support to all team members. Support routine office processes and system management including task coordination, equipment inventory management, procurement of stationery and management of correspondence and other related tasks.

ENQUIRIES : Ms A Janse van Rensburg Tel No: (021) 815-8696
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 11 October 2024

POST 35/197 : **ADMINISTRATION CLERK: SUPPORT (NURSING)**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative duties. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Good organisational skills and the ability to function under pressure and as part of a team. Good interpersonal and communication skills. Knowledge of human resource management, labour legislation and the nursing agency tender process.

DUTIES : The candidate will be responsible for providing an effective nursing administrative service. Effective utilization of Human and financial resources to assist in achieving the objectives of the unit. Delivering effective support to the Nursing Department as well as the other departments/ modules on a relief basis.

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

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 11 October 2024

POST 35/198 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R216 417 per annum
CENTRE : Directorate: Clinical Service Improvement
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel on a regular basis to facilities in the Cape Metropolitan Area. Competencies (knowledge/skills): Computer literacy (MS Office). Good interpersonal skills and the ability to act independently, objectively and confidently. Ability to work under pressure, handle a high workload and adhere to deadlines. Knowledge of Project management and use of data analytical tools/methods to produce high quality reports.

DUTIES : Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow ups when required. Provide administrative support with travel arrangement of staff in the department. Provide administrative support with record keeping filling and archiving. Provide general administrative support to the Directorate: Clinical Service Improvement. Collate and monitor data/information for the compilation of reports.

ENQUIRIES : Mr T Abrahams Tel No: (021) 815-8589
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. Appointment/promotion/transfer will be subject to the verification of a criminal record.

CLOSING DATE : 11 October 2024

- POST 35/199** : **ADMINISTRATION CLERK (SUPPORT)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to carry heavy boxes. Competencies (knowledge/skills): Knowledge and experience in office administration, financial and procurement administration. Computer Literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Provide general Administrative/Secretarial support to the Comprehensive Health staff. Create an office friendly environment by filing documents, keep all storerooms neat and organize pamphlets, posters and other IEC material. Support to the Comprehensive Health staff with program specific priorities and communication to the sub districts. Order stationary for the component and keep record of the assets. Organize meetings, compile agendas, take the minutes, type quarterly reports and complete monthly and quarterly statistics for all Comprehensive Health staff.
- ENQUIRIES** : Ms G Terblanche Tel No: (044) 803-2700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 October 2024
- POST 35/200** : **ADMINISTRATION CLERK: SUPPORT (GOVERNMENT TO GOVERNMENT)**
Chief Directorate: Emergency and Clinical Services Support
(1 Year Contract)
- SALARY** : R216 417 per annum
CENTRE : Directorate: Service Priorities Coordination
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel on a regular basis to facilities in the Cape Metropolitan Area. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health Sector HIV/AIDS and Primary Health Care Systems. Good interpersonal skills and the ability to act independently, objectively and confidently. Ability to work under pressure, handle a high workload and adhere to deadlines.
- DUTIES** : Provide general administrative support to the Directorate: Service Priorities Coordination Department, G2G agreement. Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow ups when required. Provide administrative support with travel arrangement of staff in the department. Collect, administrate and monitor receipt of data/information for the compilation of health programme reports. Provide administrative support with record keeping filling and archiving.
- ENQUIRIES** : Dr H Goeiman Tel No: (021) 483-5663
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. Appointment/promotion/transfer will be subject to the verification of a criminal record.
- CLOSING DATE** : 11 October 2024
- POST 35/201** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R216 417 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Exit Management and Recruitment and Selection). PERSAL experience will be advantageous. Competencies (knowledge/skills): Knowledge of Human Resource legislation and policies. Ability to function effectively within a team environment with or without supervision. Ability to function effectively in a stressful environment with a heavy workload. Computer skills (i.e., MS Outlook, MS Excel, MS Word, MS PowerPoint and PERSAL). Aptitude for working with figures.

- DUTIES** : Perform all Human Resource related functions within the PM unit in conjunction with the AO: PM. Processing of appointments, service terminations, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, management of pay sheets and commuted overtime. Salary administration (i.e. salary determination, overtime, periodical and sessional payments). Assist with all telephonic and written queries related to People Management. Assist with Recruitment and Selection. Grading, OSD and non-OSD.
- ENQUIRIES** : Ms. S Share Tel No: (021) 658-5476
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 October 2024
- POST 35/202** : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Laingsburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty, overtime, public holidays and weekends. Willingness to assist at surrounding PHC clinics when needed. Competencies (knowledge/skills): Good communication skills (both written and verbal) Self- discipline and motivation.
- DUTIES** : Develop and implementation of basic patient care plans. Provide basic clinical care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Participate in infection prevention and control.
- ENQUIRIES** : Mr G Samuels Tel No: (023) 814 - 2015
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 11 October 2024
- POST 35/203** : **STAFF NURSE GRADE 1 TO 3 (EMERGENCY CENTRE AND OPD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Westfleur Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC. **Grade 3:** A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, public holidays, night duty, after hours, weekends and overtime as required. Willingness to rotate between departments according to operational needs. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.
- DUTIES** : Implementation of basic nursing care i.e. hygiene, physical comfort, monitoring vital signs and nutrition; wound care management etc. Ensure implementation of basic nursing care plans and effective communication. Effective utilisation of resources.

		Promotion of QA, IPC & OHS within the Department Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-8556
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "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: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/204</u>	:	<u>FOOD SERVICE SUPERVISOR</u> Central Karoo District
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a hospital setting. Inherent requirements of the job: A valid driver's license (Code B/EB). Willingness to work shift (Weekends and public holidays). Competencies (knowledge/skills): Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV) Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain and effective food services financial management system to ensure that food expenditure remains within the budget. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<u>ENQUIRIES</u>	:	Ms SC James Tel No: (023) 814 – 0130
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/205</u>	:	<u>FORENSIC PATHOLOGY ASSISTANT (X2 POSTS)</u> Emergency and Clinical Services Support
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute (OFPI)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 11 with Biology and/ or Life Sciences as passed subjects. Experience: Appropriate Mortuary experience. Inherent requirements of the job: Ability to work under pressure. Ability to work with people with all walks of life. Knowledge of cleaning protocols and procedures. Ability to work with corpses (mutilated, decomposed, infectious viruses, obese). Ability to work with and lift heavy objects. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Conversant with all prescripts w.r.t. Government policies to present the Government interest to the best of ability. Innovative and problem-solving skills. Ability to interpret and apply policies. Computer and software literacy.
<u>DUTIES</u>	:	Dissection area duties. Presentation of cadaver for identification. Deep cleaning and disinfecting of all wet areas. Receiving and dispatching of specimens.
<u>ENQUIRIES</u>	:	Mr. JA Retief, email: (John.Retief@westerncape.gov.za).

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidates will be subjected to a security clearance, qualification verification, criminal records, credits records and previous employment checks prior to appointment.
- CLOSING DATE** : 11 October 2024
- POST 35/206** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R131 265 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate porter experience in a hospital/health environment. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.
- DUTIES** : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.
- ENQUIRIES** : Mr H Williams Tel No: (021) 850-4755
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar post within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 11 October 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 21 October 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 35/207** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: DOI 49/2023 R2**
- SALARY** : Grade A: R833 499 - R889158 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 : Civil Engineering Degree (BEng/BSc Eng); Minimum of 3years post-qualification engineering experience; Registered with ECSA as a Professional Engineer OR submitted application to ECSA for registration as Professional Engineer (registration becomes mandatory within 6 months from appointment); Valid drivers license (code B or higher). Competencies: Knowledge of the following: Road

infrastructure design in terms of traffic engineering; Traffic signal design; Capacity analysis with the aid of computer software; Roadtraffic signs and road marking designs; Traffic safety assessment; Speed limit review; Relevant technical manuals, standards and procedures; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Provide technical input for road infrastructure design; Develop cost-effective traffic engineering solutions based on sound engineering judgment and relevant standards; Evaluate transport infrastructure design based on sound engineering judgment and relevant standards; Evaluate existing technical manuals, standards and procedures; Ensure training and development of candidate engineers; Liaise with relevant internal and external bodies on engineering matters.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 4832216
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/208 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL REF NO: DOI 89/2024 R1**

SALARY : Grade A: R833 499 - R889158 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 : Bachelor of Science in Engineering or Bachelor of Engineering (or relevant qualification); A minimum of 3-years post registration experience Engineering (Electrical); Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Knowledge of the following: design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV Power generation-PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems), Built Environment especially regarding engineering design and analysis in the construction of Health Facilities, computer support design of building and services, programme and project management, legal compliance and formulation of policies in a multi-disciplinary professional environment, SANS Regulations and all relevant built environment legislation, contract documentation and administration, Act/regulations of Occupation Health & Safety (OHS- Act), National Building Regulations. Skills needed: research and development, technical report writing, decision making, analytical, team leadership and financial management, Proven computer literacy (MSOffice).

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: co-ordinate tender procedures, undertake project leading and investigations, report on and plan the maintenance of electrical engineering works, supervise technical personnel, ensure training and development of staff, implement legal requirements and standards, verify documentation, compiled by other professional disciplines, monitor and control expenditure and report on expenditure and service delivery, continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects, develop cost-effective solutions according to standards, evaluate existing technical manuals standard drawings and procedures to incorporate new technology, ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, supervise the engineering work and processes, administer performance management and development. Office administration and budget planning: manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, monitor and control expenditure, report on expenditure and service delivery. Research and development: Continuous professional, development to keep up with new technologies and procedures,

		research/literature studies one engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr Kevin Kameri Tel No: (021) 4835362
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/209</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 147/2024</u>
<u>SALARY</u>	:	Grade A: R721 476 per annum, (Salary will be determined based on post registration experience as per the OSD prescript)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices ; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Ms Tanya Potgieter Tel No: (021) 483 4881
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/210</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (MECHANICAL GRADE A): ENGINEERING SERVICES-HEALTH REF NO: DOI 141/2024</u>
<u>SALARY</u>	:	Grade A: R371 253 - R396 522 per annum Grade B: R419 325 - R449 079 per annum Grade C: R472 812 - R556 080 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA); A minimum of 6 years relevant post qualification technical (mechanical engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of Legal compliance; Technical report writing; Technical consulting. Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer

focus and responsiveness; Written and verbal communication skills; Proven computer literacy; People management; Planning and organising; Change management; Good analytical, interpersonal and organisational skills.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority; Perform administrative and related functions: Provide inputs into the budgeting process, Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms J Thomas Tel No: (021) 483 5403
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/211 : **PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 1 REF NO: DOI 130/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
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 property-related experience. Recommendation: Relevant management experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.

DUTIES : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently

ENQUIRIES : Mr E Arendse Tel No: (021) 4833800
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/212 : **PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 2 REF NO: DOI 132/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
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 property-related experience. Recommendation: Relevant management experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.

DUTIES : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations

and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently

ENQUIRIES : Mr J Harry Tel No: (021) 483 3770
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/213 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (REGION 1) REF NO: DOI 131/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3- year National Diploma/ B-Degree (higher or equivalent qualification); A minimum of 1-year property related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Maintain a complete record of the following: Valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all disposals and update the disposal management system in respect of all immovable assets within the portfolio; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincially immovable assets; Execute interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Execute administrative requirements in terms of requests for real rights, to the best interest of the state; Provide administrative assistance in terms of the demolition of immovable assets within the portfolio; Effect property rates and municipal utilities payments; Perform debt management and credit control functions; Financial and supply chain management.

ENQUIRIES : Mr E. Arendse Tel No: (021) 4833800
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/214 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (REGION 2) REF NO: DOI 136/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3- year National Diploma/ B-Degree (higher or equivalent qualification); A minimum of 1-year property related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Interpret and apply relevant policies and procedures; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Maintain a complete record of the following: Valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all disposals and update disposal management system in respect of all immovable assets within portfolio; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincially immovable assets; Execute interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Execute administrative requirements in terms of requests for real rights etc, to the best interest of the state; Provide administrative assistance in terms of the demolition of immovable assets within the portfolio; Effect property rates and

municipal utilities payments; Perform debt management and credit control functions; Financial and supply chain management.

ENQUIRIES : Ms P Gordon Tel No: (021) 4835218
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/215 : **PROJECT ADMINISTRATOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: DOI 139/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year relevant experience; A valid Code B(or higher) driving licence. Competencies: Knowledge of the following: Administration rules and regulations; Relevant legislation; Departmental Strategic and Service Delivery Plan, objectives and operational Strategies. Skills needed: Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational; Communication (written and verbal); Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES : Mr G De Wet Tel No: (021) 483 0153
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/216 : **REGIONAL FOREMAN: ROAD MAINTENANCE REGION 1 (PAARL) REF NO: DOI 146/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Civil construction activities; Operating minor and large construction machines; Management and supervision of staff; Proven computer literacy (MS Office). Competencies: Knowledge of the following: Maintenance and repair of defects on roads and within road reserves according to the work methods; Operating of construction related machines; Skills needed: Supervisory; Planning organising and coordination of maintenance activities; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Management of various roadworker related teams; Leading the execution of road construction/road maintenance operations; Assist in the undertaking of operational planning for the Proclaimed Road Network; Manage, plan and inspect road maintenance activities; Qualify and quantify material quantities for road maintenance activities; Define road defects during daily or weekly inspections and undertake corrective measures; Perform all administrative support functions pertaining to the road worker related teams; Safeguard work areas in terms of the Occupational Health and Safety Act; Handle emergency situations; Ensure that deadlines are met; Train supervisor and subordinates in work methods.

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

POST 35/217 : **AREA FOREMAN: ROUTINE MAINTENANCE REGION 1 (PAARL) REF NO: DOI 145/2024**

SALARY : R255 450 per annum (Level 06)

<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid driving licence (Code C or higher) with PDP. Recommendation: Experience in the following: civil construction activities; Operating minor and large construction machines; Management and Supervision of staff and Administrative related experience. Competencies: Knowledge of the following: Maintenance and repair of defects on roads and within road reserves according to the work methods; Operating of construction related machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.
<u>DUTIES</u>	: Management of various Roadworker related Teams; Leading the execution of road construction/road maintenance operations; Assist in the undertaking of operational planning for the Proclaimed; Road Network; Manage, Plan and Inspect road maintenance activities; Qualify and quantify material quantities for road maintenance activities; Define road defects during daily/weekly inspections and undertake corrective measures; Perform all administrative support functions pertaining to the Road; Worker related Teams; Safeguard work areas in terms of the Occupational Health and Safety Act; Handle emergency situations; Ensure that deadlines are met; Train Supervisor and Subordinates in work methods.
<u>ENQUIRIES APPLICATIONS</u>	: Mr H Uys Tel No: (021) 863 2020 : To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/218</u>	: <u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 140/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R155 148 per annum (Level 03) : Department of Infrastructure, Western Cape Government : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<u>DUTIES</u>	: Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
<u>ENQUIRIES APPLICATIONS</u>	: Mr E Fredericks Tel No: (044) 272 6071 : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/219 : **ROAD WORKER: CONSTRUCTION AND SPECIALISED MAINTENANCE (VARIOUS POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 142/2024**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Bricklaying, carpentry, plumbing, paint works and concrete works; Road Camp erection, repairing and the replacement of any required part; Building, maintenance and repair of roads; preparing formwork, installing rebar, mix, cast and finish concrete. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Assist with the erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; Assist with the erection, repair and maintenance of road infrastructure; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist the Camp Maintenance Supervisor to ensure that the DRE Road Camps are kept neat and tidy; Erect and dismantle concrete formwork and all associated equipment/material.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/220 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN UNIONDALE AND 2 POSTS AVAILABLE IN GEORGE) REF NO: DOI 143/2024**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

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

ENQUIRIES : Mr E Fredericks Tel No: (044) 272 6071
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/221 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (MOSSEL BAY) REF NO: DOI 144/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

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

ENQUIRIES APPLICATIONS : Mr P Zulu Tel No: (044) 272 6071
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF)

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/222 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (MURRAYSBURG) REF NO: DOI 148/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

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

road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES
APPLICATIONS**

: Mr R Du Preez Tel No: (023) 415 2611
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS

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

CLOSING DATE

: 21 October 2024

NOTE

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

OTHER POSTS

POST 35/223

: **DEPUTY DIRECTOR: RISK REDUCTION PLANNING REF NO: LG 29/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government
: An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Disaster Management / Geographic Information Science (GIS) or related studies; A minimum of 3 years relevant management level experience in disaster risk reduction or similar environment. Recommendation: Registered as a Disaster Management Professional with the Disaster Management Institute of Southern Africa (DMISA) or eligible to register within six months of appointment in the post; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended and related policies and guidelines; Good understanding of Disaster Management systems and procedures as applied in all three spheres of government with the focus on disaster recovery Geographical Information Systems (GIS); Human Resource Management; Financial Management; Strategic Planning; Project Management; Information Management & Data Analysis. Skills in the following: Disaster risk reduction skills; Crisis management skills; Organisational skills; Project management skills; Negotiation skills; Information technology skills; Written and verbal communication skills.

DUTIES

: To coordinate and support the implementation of a comprehensive provincial disaster risk profile; Manage and execute community based disaster risk assessments in the province to support risk reduction; Provide support to all organs of state (at National, Provincial and Local level), the private sector, NGO's, communities and individualism undertaking risk assessments; Establish and

maintain a Disaster Management Spatial Information System; Implement an Early Warning System for all known hazards Implement special intervention programmes for high risk hazards and threatening emergency situations; The management of human resources, performance management and finances in the subdirectorate.
Ms M. Abrahams Tel No: (021) 4839138

ENQUIRIES

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS

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

CLOSING DATE

21 October 2024

NOTE

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

MANAGEMENT ECHELON

POST 35/224

CHIEF DIRECTOR: GOVERNMENT MOTOR TRANSPORT REF NO: WCMD 40/2024

SALARY

R1 436 022 per annum (Level 14), (all-inclusive salary package)

CENTRE

Western Cape Mobility Department, Western Cape Government

REQUIREMENTS

An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification in Public Management/Financial Management. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of the following: Information Systems that aid in the management of knowledge and information; Procurement and tendering processes; policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; public service procedures, processes and systems; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; the functioning of the province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Numeracy; Literacy; Driving; Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration;

- Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal | Presentation; Client Orientation.
- DUTIES** : Line management will entail the following: Manage fleet services; Ensure effective financial management services for Government Motor Transport; Provide management support services; Strategic Management; People Management; Financial Management.
- ENQUIRIES** : Ms. M Moore Tel No: (021) 483 5455

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 21 October 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 35/225** : **ASSISTANT DIRECTOR: SECURITY SUPPORT SERVICES REF NO: POCS 04/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of 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. Competencies: Knowledge and understanding of the following: Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Communication (Written and verbal); Planning and organising, conceptual and formulation skills.
- DUTIES** : Develop and facilitate the implementation of security related data and information management systems and processes for the Chief Directorate; Coordinate the analysis and reporting on security related statistical data collected and the dissemination of information for the Chief Directorate; Provide and/or supervise the provision of general administrative support with regards to Supply Chain Management (SCM) activities and meetings; Provide financial administrative support to the Chief Directorate; Managerial functions.
- ENQUIRIES** : Ms. C Buys Tel No: (021) 483-7830

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 21 October 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in

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

OTHER POSTS

- POST 35/226** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 45/2024**
- SALARY** : R884 268 per annum; (LP 7), all-inclusive salary package, (OSD as prescribed).
R1 037 820 per annum (LP 8), all-inclusive salary package, (OSD as prescribed).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years 'appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years 'appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional and Administrative Law, public-sector legislation, Interpretation of Statutes and relevant legislation and caselaw. Skills needed: Excellent legal writing ; Excellent written and verbal communication ; well-developed innovative problem-solving and analytical ; functional training sound organising and planning.
- DUTIES** : Present functional training; Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments, identify legal obligations and requirements in terms of the legislation, furnish proactive advice, inform departments of the risks involved in non-compliance with same and make recommendations to ensure good governance; Ensure that all Provincial Executive and provincial departments' delegations are legally sound; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework in an attempt to minimise successful legal action against the Western Cape Government; Assist with compliance in respect of new legislation by analysing same and communicating requirements with departments via workshops reports and memoranda; and Assist with implementation of various pieces of legislation ,i.e. Protection of Personal Information Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, and Constitution of the Republic of South Africa
- ENQUIRIES** : Ms S van Aarde Tel No: (021) 4838433
- POST 35/227** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 68/2023 R1**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 5 years experience in an Internal Audit and Governance environment of which 3 years must be management level experience. Recommendation: Certified Internal Auditor (CIA)/Certified Information System Auditor (CISA); A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply . Competencies: Knowledge of the following: Audit practices; Strategic planning and management; Engagement planning and execution; Reporting and progress monitoring; Control objectives for information and related frameworks (COBIT); Governance principles; Legislation, policies and procedures; Skills needed: Written and verbal communication; Analytical thinking; Teamwork; Compute assisted audit techniques (CAATs); Teammate audit software; Proven computer literacy (MSOffice).
- DUTIES** : Develop risk based Rolling 3 year Strategic and 1 year operational ICT Internal Audit Plan including resource allocation; Develop an engagement work programme, ensuring qualitative engagement objectives and control adequacy assessment was conducted and advance mechanism to test control effectiveness were designed; Execute the engagement assignment reviewing the following: IT General control review Application control review; Information security assessments; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels; Manage client relations at Accounting Officer level and liaison with key stakeholders such as the Auditor General of South Africa.
- ENQUIRIES** : Ms A Behardien Tel No: (021) 483 0884/aneesa.behardien@westerncape.gov.za

POST 35/228 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 43/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and Auditing; A minimum of 3 years experience in Internal or External Audit or similar environment. Recommendation: Studying towards or having professional certification. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information-gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

DUTIES : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment and evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.

ENQUIRIES : Mr M Williams Tel No: (021) 4833724

POST 35/229 : **LABOUR RELATIONS OFFICER REF NO: DOTP 44/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; National and Provincial Resolutions and legislation pertaining to Human Resource Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning, organising and execution; Conflict resolution; Ability to work independently and as part of a team.

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

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

PROVINCIAL TREASURY

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

CLOSING DATE : 21 October 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 35/230** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 29/2024**
- 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; A minimum of 3 years relevant experience in Financial Accounting at supervisory/management level. Recommendation: Experience of the compilation of Interim Financial Statement (IFS) and Annual Financial Statements (AFS). Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices related to Financial Accounting, Revenue Management and Expenditure Management; The following skills: Computer literacy; Management; Written and verbal communication; Customer service.
- DUTIES** : Development and implementation of Financial Accounting, Revenue Management and Expenditure management policies, processes and procedures; Ensure revenue and expenditure management and provide financial administration and accounting services; Plan and manage the work of and account for the overall performance of the sub-directorate; People management.
- ENQUIRIES** : Ms A Smit Tel No: (021) 483 3037/ Annamarie.Smit@westerncape.gov.za
- POST 35/231** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT CAPACITY DEVELOPMENT (PROCUREMENT SPECIALIST) REF NO: PT 26/2024**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Economics or Supply Chain Management; A minimum of 3 years functional experience in Supply Chain Management or Financial management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply Recommendation: Experience in the following: South African marketplace; Providing advice, guidance and support on implementation of Supply Chain Management policy, norms and standards. Competencies: Knowledge of the Public sector Supply Chain Management legislation, policies and procedures; Skills needed: Analysing; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Reporting; Written and verbal communication skills.
- DUTIES** : Develop and implement strategies for Supply Chain Management capacity development; Provide Supply Chain Management client support to provincial departments, public entities and external stakeholders; Manage assistance to suppliers and capacity building; Manage information and report on analysis of client performance.
- ENQUIRIES** : Ms L Cupido Tel No: (021) 483 5486 /Lee-Anne.cupido@westerncape.gov.za
- POST 35/232** : **ASSISTANT DIRECTOR (PROCUREMENT SPECIALIST): SCM AND MAM DATA ANALYTICS AND TECHNICAL SUPPORT REF NO: PT 27/2024**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year B-Degree (equivalent or higher qualification) in Statistics, Information Management or Econometrics; A minimum of 3years functional experience in Statistics, Information Management or related field; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendations: Applies statistical methods and models to specific problems in order to develop and inform solutions; Policy analysis and experience in research and utilising different research methodologies and translating that into information required for data analysis and dashboard development. Competencies: Knowledge of the following: Research and analysis; Project management; Report writing; Knowledge management and information systems; Skills needed: Proven computer literacy; Written and verbal skills; Creating and Innovating; Writing and Reporting; Analysing; Presenting and Communicating; Information; Applying Expertise and Technology.

DUTIES : Provide SCM and MAM data, information, trend analysis and research reports; Facilitate and coordinate standardised SCM and MAM business intelligence systems; Coordinate and implement the integration of new technologies and new initiatives into data standards and structures for SCM and MAM; Use and maintain a central repository and data warehouse in respect of SCM and MAM for provincial data on performance reporting.

ENQUIRIES : Ms L Cupido Tel No: (021) 483 5486 /Lee-Anne.cupido@westerncape.gov.za

POST 35/233 : **ASSISTANT DIRECTOR: POLICY, MONITORING AND EVALUATION (PROCUREMENT SPECIALISTS) REF NO: PT 28/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management or Public Administration; A minimum of 3 years functional experience in Supply Chain Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendations: Experience in the following: CIDB/construction procurement; Developing and implementing policies and prescripts; Business intelligence analytic capability. Competencies: Knowledge of the following: Public sector SCM legislation, policies and procedures; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Economic and financial analysis; Analysing; Presenting and communicating information; Learning and researching; Applying expertise and technology.

DUTIES : Develop, review and continuously improve SCM policies, strategies, systems, best practices, norms and standards; Provide advice, guidance and support on implementation of SCM policy, norms and standards; Establish SCM governance mechanisms and enforce compliance; Monitor and enforce compliance; Monitor, evaluate and report on SCM system and supplier performance.

ENQUIRIES : Ms L Cupido Tel No: (021) 483 5486 /Lee-Anne.cupido@westerncape.gov.za

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 : 21 October 2024

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

OTHER POSTS

POST 35/234 : **SOCIAL WORK MANAGER: PROGRAM IMPLEMENTATION AND COORDINATION (WORCESTER) REF NO: DSD 75/2024**

SALARY : Grade 1: R920 082 – R1 052016 per annum, (OSD as prescribed)
Grade 2: R1 094 508 – R1289 274 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP), Compulsory registration with SACSSP as a Social Worker; Minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving license. 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

DUTIES

: Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.
: 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 utilization 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 3996

POST 35/235

: **SOCIAL WORK POLICY MANAGER: PROFESSIONAL DEVELOPMENT REF NO: DSD 78/2024**

SALARY CENTRE REQUIREMENTS

: Grade 1: R920 082 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 South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Networking; Psycho social intervention; Communication and language; People management practices; Conflict management; Interpersonal; Ability to compile complex reports (Report-writing); Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus; Professional counselling; Policy Analysis and development; Financial management; Monitoring and evaluation skills

DUTIES

: Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Manage the following: Quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes);The monitoring of service activation in relation to a victim of crime as per relevant legislation; the registration process of facilities in terms of the relevant legislation. Appeal process: Provide information to the director and the chief director; Information Management System; Stakeholder Management / Relationship Management (International /National / Provincial / Local /Regional); Manage a social work policy and/or M&E unit to ensure that the required legislation policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and community development management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all administrative functions required in the program/unit and undertake the higher level administrative functions

ENQUIRIES

: Ms A van Reenen Tel No: (021) 483 3996

POST 35/236 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM (PHILLIPI) REF NO: DSD 79/2024**

SALARY : R452 667 - R532 113 per annum, (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSS. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following : Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; 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 administrative functions required in the unit and undertake the higher level administrative functions

ENQUIRIES : Ms P Magadla Tel No: (021) 763 6209

POST 35/237 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 74/2024(X2 POSTS AVAILABLE IN BREEDE VALLEY AND BREEDE RIVER WINELANDS)**

SALARY : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed).
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed).
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed).
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills Self; Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes(casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr S Mtlaka Tel No: (021) 872 7818
- POST 35/238** : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN KRAAIFONTEIN, EERSTE RIVER AND KHAYELITSHA) REF NO: DSD 77/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being;Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills Self; Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes(casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr Q Arendse Tel No: (021) 7636206
- POST 35/239** : **SOCIAL WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 80/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed).
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed).
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed).
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service

Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills Self; Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Mr S Loliwe Tel No: (022) 713 2272

POST 35/240 : **CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS POSTS AVAILABLE IN HORIZON, LINDELANI, OUTENIEKWA AND KRAAIFONTEIN) REF NO: DSD 82/2024**

SALARY : Grade 1: R242 211 – R275 712 per annum, (OSD as prescribed)

Grade 2: R285 921 – R321 741 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MSOffice; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions

ENQUIRIES : Mr F Hendricks Tel No: (021) 9881138

POST 35/241 : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (VARIOUS POSTS AVAILABLE IN BONNYTOWN, LINDELANI, HORIZON, VREDELUS AND ROAR) REF NO: DSD 83/2024**

SALARY : Grade 1: R193 125 – R218 673 per annum, (OSD as prescribed)
Grade 2: R227 628 – R267 624 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a auxiliary or above Child and Youth Care Practitioner. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES : Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES : Mr M Benting Tel No: (021) 9310236

POST 35/242 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (POSTS AVAILABLE AT VARIOUS FACILITIES) REF NO: DSD 84/2024**

SALARY : Grade 1: R174 711 – R196 020 per annum, (OSD as prescribed)
Grade 2: R203 964 – R231 042 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A Grade 12 qualification (Senior Certificate or equivalent qualification). Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment /Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES : Ms S Smith Tel No: (044) 803 7508

POST 35/243 : **ADMINISTRATIVE OFFICER (MONITORING): SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 85/2024**

SALARY : R376 413 per annum (Level 08)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
An appropriate 3-year National Diploma (B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards;

- Information management; Public administration; Skills needed: Decision making; Problem-solving; Planning and organising; Written and verbal communication skills.
- DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
- ENQUIRIES** : Ms P Momoza Tel No: (021) 483 4015
- POST 35/244** : **ADMINISTRATIVE OFFICER (FUNDING): CHILDREN AND FAMILIES REF NO: DSD 81/2024**
- SALARY** : R308 154 per annum (Level 07)
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 administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills: Budgeting, leadership, liaising and decision making; Written and verbal communication skills.
- DUTIES** : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.
- ENQUIRIES** : Mr TK Kwakwini Tel No: (021) 483 4115
- POST 35/245** : **ADMINISTRATION CLERK: SUSTAINABLE LIVELIHOODS REF NO: DSD 76/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Good understanding of the following; Clerical duties and capturing data; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Communication (written and verbal); Interpersonal skills; Flexibility; Planning and organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES** : Mr L Arnolds Tel No: (021) 483 4994