

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to the following e-mail address:
Recruitment@agric.limpopo.gov.za
- CLOSING DATE** : 27 August 2021 @ 16H00
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the Department. By virtue of applying you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting NB: You Are Kindly Requested to Complete Part A, B and C of the Z83 in Full. Applications received after the closing date will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test technical elements of the job. 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 tool. A pre-entry certificate obtained from National School of Governance (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 28/255** : **CHIEF FINANCIAL OFFICER REF NO: LDARD02/2021**
- SALARY** : R1 251 183 per annum, An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Financial Management as recognised by SAQA. Minimum 5-10 years working experience in financial management environment with a minimum of five (5) years at senior management level. A valid driver's license with exception of applicants with disabilities. Knowledge, Competencies and Skills: Advanced financial analytical skills and extensive knowledge and understanding of Public Finance Management Act, Treasury Regulation and PPPFMA and the relevant DPSA Prescripts, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Project Management, Technical expertise, quick thinking, functional ability, diagnostic research, innovative thinking. Core and Process

		Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	To manage the financial/procurement function of the Department and to ensure sound financial management in the Department. To establish and maintain appropriate financial systems (analytical tools, information systems and models or projection of cost behavior) and policies to ensure effective and efficient management of resources. Provide strategic support and guidance to the Accounting Officer and other programme managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the department. Facilitate the implementation of national norms and standard where applicable. Liaise with relevant role-players in the financial environment regarding transversal financial matters. Manage the financial and provisioning of logistics, facilitate and ensure the optimal utilization of fixed and moveable asset. Ensure effective and efficient financial management/administration by collaborating in the development of training programme or by providing direct training in financial matters to official of the department. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mrs. Thema T.M Tel No: 015 294 3000
<u>POST 28/256</u>	:	<u>DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY REF NO: LDARD 03/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum, An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Technology as recognised by SAQA. Minimum 5 years working experience in Information Technology environment at middle management level. A valid driver's license with exception of applicants with disabilities. Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Extensive knowledge of the global use of information management and information technology processes to enhance and promote the delivery of services. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, change management; Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	To manage the information technology function of the department and to ensure the establishment of sound information management systems. Align the department information management (information system included) and Information technology strategy with the strategic direction, management plan and the business processes of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practice and procedures. Promote effective management of information and information technology as enabler as a strategic resource. Develop information and technology system infrastructure architecture and conduct investigation into the maintenance of existing technologies, availability, needs and demand of new technologies. Represent the department at the GITO Council. Promote the utilization of technology as a key enabler for the future in delivering information and service and promote its use in the re-engineering/ transformation of government service delivery. Create an enabling environment for other managers to perform their function more effectively and efficiently. Manage the SITA relationship. Utilisation of security mechanism and ensure compliance to the relevant regulatory framework. Ensuring development and training of the members in the department in relevant information technology matters. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mrs. Thema T.M Tel No: (015) 294 3000

OFFICE OF THE PREMIER

APPLICATIONS : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.

CLOSING DATE : 27 August 2021 at 16h00

NOTE : The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency-based assessment. All shortlisted candidates for SMS posts 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 Office of the Premier. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All applicants applying for an SMS post are required to obtain a pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry_programme. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

MANAGEMENT ECHELON

POST 28/257 : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: OTP: 07/21/01 (X1 POST)**
Branch: Institutional Development Support

SALARY : R1 521 591 per annum (Level 15), (all-inclusive package)
CENTRE : Polokwane (Head Office)

REQUIREMENTS : A relevant undergraduate qualification at NQF Level 7 requiring a minimum period of study of three (3) years and a relevant post graduate qualification at NQF level 8 as recognized by the South African Qualifications Authority (SAQA). At least eight (8) to ten (10) years' experience at Senior Management Level of which five (5) years' must have been in Senior Management Services (SMS) position within the Organs of the State. Ability to interact at both strategic and operational levels. A valid driver's license with the exception of people with disability.

DUTIES : Responsibilities: The successful candidate will be required to: Provide Leadership and Strategic direction in the Branch. Ensure Coordination of Transversal Strategic Human Resources. Ensure coordination, facilitation, monitoring and evaluation on the implementation of Transformation Programmes. Ensure the coordination and management of Provincial HRD Strategies and Policies. Ensure provision and coordination of Provincial Legal Services. Ensure coordination of the Provincial Information Technology Services.

ENQUIRIES : Should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027 / 6293 respectively.

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

- 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** : 30 August 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 28/288** : **FARM FOREMAN: VITICULTURE (ELSENBURG) REF NO: AGR 33/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior certificate/Grade 12 (or equivalent qualification); A minimum of 1 year relevant experience; A valid (Code 8) driving licence. Recommendation: Working knowledge and experience in operating specialised farming machinery and equipment (including implements). Competencies: A good understanding of the following: Viticulture; Vehicle maintenance and administrative support activities; Written and verbal communication skills; Proven computer literacy (MS Office); Planning and organising; Teamwork abilities; Proactive problem identification and solving ability.
- DUTIES** : Supervision, monitoring of planning of pruning practices; Supervision, calibration and monitoring of the sowing of cover crops; Overall supervision, control of all activities that may arise; Supervision of activities to take place during young vine development.
- ENQUIRIES** : Mr L Conradie at Tel No: 021) 808 7701

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- 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** : 30 August 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 28/289** : **ADMINISTRATION CLERK: CLIENT INFORMATION SERVICES REF NO: CAS 30/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administration experience; Experience in digital copying of archival records. Competencies: Knowledge and understanding of the following:

- Provincial Archives and Records Service of the Western Cape Act, policies and guidelines; Automatic storage and retrieval systems; Archival source codes; Retrieval of archival collection; Digital copying; Verbal and written communication skills; Proven computer literacy (MS Word, Excel, PowerPoint, Outlook).
- DUTIES** : Supply of digital /images to researchers/external customers; Supply photocopies to researchers/external customers; Reading room duties; Skills development and administration.
- ENQUIRIES** : Ms E Le Roux at Tel No: (021) 483 0405

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- 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** : 30 August 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 28/290** : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 11/2021**
- SALARY CENTRE** : R376 596 per annum (Level 09)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics; A minimum of 3 years' experience in Enterprise and Supplier Development. Recommendation: Experience as an Enterprise Development Practitioner; A postgraduate qualification; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Sector Procurement as a tool for SMME and enterprise development (B-BBEE, local content and accords); Government processes and procedures; Procurement measures and plans; Project management; Communication (written and verbal) skills.
- DUTIES** : Provide support in the following areas: Building and strengthening partnerships to provide business development support services; the implementation of business innovation strategies and policies; Support the development and implementation of initiatives to: Enable small business access to non-financial and financial support; Provide opportunities (e.g. procurement and access to markets) for small business; Enhance entrepreneurship.
- ENQUIRIES** : Ms P. September at Tel No: (021) 483 8768
- POST 28/291** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDAT 12/2021**
- SALARY CENTRE** : R376 596 per annum (Level 09)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (B-Degree/Advanced diploma or higher) in Financial Management, Public Finance, Accounting, Business Management or majoring in Accounting; A minimum of 3 years' experience within financial management or similar environment. Recommendation: Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public

Service Regulations 2016; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Skills needed: Financial management; Analytical thinking; Innovation; Leading and supervising; Analysing and reporting; Strategic planning; Presentation; Conflict resolution skills; Communication (written and verbal); Proven computer literacy.

- DUTIES** : Responsible for the compilation of annual financial statements and provide for a well-managed set of accounts for the Department; Ensure the following: Timeous month and year end closure; An effective miscellaneous payment functions, Cashier's functions, Banking functions and Accounting control system for the department; Uphold service delivery and standards; People management and supervisory functions.
- ENQUIRIES** : Ms A. Johardien at Tel No: (021) 483 9137

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 28/292** : **DIRECTOR: EMERGENCY MEDICAL SERVICES**
- SALARY** : R1 057 326 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Directorate: Emergency Medical Services
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Sound experience in management in the health service environment in order to manage a health institution efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health Department. Proven management competencies specific to the emergency health care environment. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and skills in dealing with Medico-legal matters as they apply to EMS and Emergency Departments. In depth knowledge of the operational environment and Emergency Medical Services systems. Independent effective decision-making and problem-solving skills. Interpersonal skills, including Public Relations, negotiation, facilitation, and counselling skills, as well as presentation and Public speaking skills. Computer literacy skills, especially MS Word, MS Excel, MS Access, MS Power Point as well as internet and e-mail. Understanding of and competency in the Public Sector Financial Management Systems, Human Resource Management and Development, Labour Relations, Staff Wellness, Occupational Health & Safety, EMS Information Management and Emergency Communications Systems. Ability to communicate in at least two of the three official languages of Western Cape. Open minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations.
- DUTIES** : Strategic Management of Pre-Hospital Care, Medical Rescue services and Wilderness Search and Rescue services, Mass Incidents and Disaster Management, Special Events, as well as the integration of the Air Mercy Services. Ensure continuous maintenance or improvement of response time performances. Strategic Management of patient transport services including

Planned Patient Transfers and Inter-facility transfers. Ensure the effective management of the Information and Communication Technology Services. Developing and implementing a framework of norms and standards for EMS and the astute monitoring thereof. Develop protocols to improve the quality of care and decrease adverse patient incidents. Effective, efficient and sustainable financial planning and control. Manage the emergency and disaster medicine services across the Province. Ensure the integrated management of emergency clients through competent EMRS and Support personnel. Ensure effective EMRS Supply Chain Management structures and systems. Ensure that a positive attitude amongst EMS personnel is developed and motivation is sustained. Imbed Occupational Health and Safety in EMS. Ensure the effective management of EMRS facilities. Ensure that facilities and/or EMRS vehicles comply with relevant legislation and regulations. Implement and act on policy directives and decisions. Perform after-hours duties, on call availability for the management of operational coordination between emergency facilities. Overall responsible for Corporate Governance including all aspects of Human Resource Management, - Development and sound Labour Relations.

ENQUIRIES : Ms JO Arendse Tel No: (021) 815-8612
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

OTHER POSTS

POST 28/293 : **CLINICAL MANAGER: GRADE 1 (MEDICAL)**
 (Overberg District)

SALARY : Grade 1: R1 173 900 per annum, (A portion of the package can be structured according to the individual's personal needs). Plus a rural allowance of 18% of basic salary.

CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid Code (B/EB) driver's license. Clinical work at both Swellendam-and Cape-Agulhas sub-district. Commuted overtime at both Swellendam-and Cape-Agulhas sub-district. Clinical Management of both Swellendam and Cape-Agulhas sub-districts. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anesthetic and relevant experience. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages of the Western Cape. Computer literacy with proficiency in MS Word, Excel and PowerPoint. Analytical and innovative thinking.

DUTIES : Strategic management of clinical services in addressing the burden of disease. Clinical service delivery at Cape-Agulhas sub-district as part of a multi-disciplinary team and responsible for clinical service delivery. Ensure clinical governance of doctors and Allied Health Professionals at Swellendam and Cape-Agulhas in co-operation with the Family Physician. Ensure skills development and in-service training of the multi-disciplinary team at Swellendam and Cape-Agulhas. Human Resource Management of the doctors and Allied Health Professionals at Swellendam and Cape-Agulhas. Financial management of laboratory services, blood, medication and medical/ surgical consumables at Swellendam and Cape-Agulhas. Engage with all relevant stakeholders regarding clinical services at Swellendam and Cape-Agulhas.

ENQUIRIES : Dr JP Du Toit Tel No: (028) 514-1142
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 28/294 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (INTERNAL MEDICINE, PSYCHIATRY, ONCOLOGY, SURGERY AND OUTPATIENTS' DEPARTMENTS)**

SALARY : R843 618 per annum (PN-A8), (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Basic R425 qualification (i.e. Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel and PowerPoint).

DUTIES : Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance manage quality improvement of nursing care. Manage financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

ENQUIRIES APPLICATIONS : Ms F Marthinus Tel No: (021) 938-4055
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
27 August 2021

POST 28/295 : **ASSISTANT MANAGER NURSING (SPECIALTY: PAEDIATRICS)**

SALARY : R614 991 per annum (PN-B4)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year accredited with the SANC in one of the following specialties: Child Nursing Science or Medical and Surgical Nursing Science: Oncology or Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Critical Care Nursing: Child. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills.

DUTIES : The candidate will be responsible for management and co-ordination of clinical nursing care in the Paediatrics Department of the hospital. Effective management and utilization of Human and Financial Resources to ensure

optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Support / deputise for the deputy manager nursing and support the Nursing department and the institution.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 28/296 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ICU)**

SALARY : R562 800 per annum (PN-B3)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 28/297 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY)**
Cape Winelands Health District

SALARY : R562 800 per annum (PN-B3)
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licencing receipt of 2021). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Current annual practicing

certificate. Will be required to work shifts, weekends and public holidays. Will be required to deliver standby duties for the Hospital. Will be on required to deliver standby duties for Obstetric Theatre cases. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Supervise, plan and implement clinical and corporate governance in the Maternity ward. Provide effective leadership and management of People Management and financial resources to ensure optimal operational functions. Ensure effective and efficient Quality Assurance, Infection Prevention Control and Occupational Health and Safety in the workplace. Ensure implementation of all applicable policies, protocols and guidelines. Provide support to supervisor and management and maintain in inter-professional and multi-disciplinary teamwork.

ENQUIRIES : Ms S KorteTel No: (023) 626-8546
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Competency assessment can form part of the interview process to determine the most suitable candidate.

CLOSING DATE : 27 August 2021

POST 28/298 : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (INFECTION PREVENTION AND CONTROL)**

SALARY : Grade 1: R444 276 per annum (PN-A2)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg Hospital. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms FC Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 27 August 2021

POST 28/299 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (HEAD INFORMAL NURSE TRAINING UNIT)**

SALARY : R444 276 per annum (PN-A5)

<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Co-ordinate and participate in the teaching of personnel in the clinical areas. Facilitate the basic and post-basic course programmes for nursing staff and manage the identified nurse education programmes in the Nursing department. Evaluate or assess the competencies and skills of specialty nursing personnel. Facilitate the in-service training and competencies as well as the orientation programmes for all nurses. Conduct surveys and research relating to nursing education and nursing service matters. Liaise with the Nursing Directorate and relevant nursing colleges for basic or post basic nursing training student placements and provide input at the hospital's nursing training committee meetings.
<u>ENQUIRIES</u>	:	Ms FCG Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applicants apply online: 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>	:	27 August 2021
<u>POST 28/300</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley (Specialty: Clinical Facilitator) (X2 Posts) Speciality: (ICU: General) (X1 Post) Speciality: Obstetrics and Gynaecology (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post 1: Post basic qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Post 2: Post basic qualification with duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the specialty area. Knowledge of relevant legislation and policy related to the Speciality area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Speciality area. Effective management and utilisation

of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development, and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 27 August 2021

POST 28/301 : **SENIOR TRAINING OFFICER**
 (Head Office, Cape Town)

SALARY : R316 791 per annum
CENTRE : Directorate: People Development, People Development Centre (PDC) (Head Office Structure, Cape Town, based in Plumstead)

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 or Social Service Council. Experience: Appropriate experience in counselling and group work. Appropriate experience in facilitation. Appropriate experience in adult Training and Education. Appropriate experience in the field of HIV/AIDS. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge of training material preparation and facilitation. Knowledge and understanding of HIV/AIDS, TB and STI's. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, Excel and PowerPoint.

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

ENQUIRIES : Ms N Calvert Tel No: (021) 763-5320
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 28/302 : **ARTISAN PRODUCTION: GRADE A TO C (MECHANICAL)**

SALARY : Grade A: R190 653 per annum
 Grade B: R224 574 per annum
 Grade C: R262 176 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience after obtaining the relevant Trade Test Certificate. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code

		B/EB) drivers' license and willingness to travel. Willingness to be available after hours. Willingness to be on standby and work overtime. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85).
<u>DUTIES</u>	:	(key result areas/outputs): General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Render assistance to the Chief Artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping.
<u>ENQUIRIES</u>	:	Mr I D Fortuin Tel No: (021) 938-4235
<u>APPLICATIONS</u>	:	Applicants apply online: 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>	:	27 August 2021
<u>POST 28/303</u>	:	<u>ARTISAN PRODUCTION: GRADE A TO C (MEDICAL GAS) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum, Grade C: R262 176 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical and medical gas field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of medical gas equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.
<u>DUTIES</u>	:	Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.
<u>ENQUIRIES</u>	:	Mr ID Fortuin Tel No: (021) 938-4235
<u>APPLICATIONS</u>	:	Applicants apply online: 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>	:	27 August 2021
<u>POST 28/304</u>	:	<u>HEALTH PROMOTER</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Hanover Park Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy.
<u>DUTIES</u>	:	(key result areas/outputs): Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Assist with chronic diseases of Lifestyle/Club and nutritional programme. Liaise with community's health co-ordinating structures,

departments, local government and other stakeholders to promote integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilization of all available resources. Keep effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

ENQUIRIES : Ms A Koeries Tel No: (021) 692-1240
APPLICATIONS : The Facility Manager: Hanover Park Community Health Centre, C/o Hanover Park Avenue and Hanlyn Road, Hanover Park 7780.
FOR ATTENTION : Ms E Diniso
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 28/305 : **FOOD SERVICES SUPERVISOR**
 (Garden Route District)

SALARY : R145 281 per annum
CENTRE : Alan Blyth Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate experience in Food Services. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the official languages of the Western Cape. Numeracy and computer skills (MS Word and Excel).

DUTIES : Supervision of a unit. Implement and maintain hygiene and safety regulation standards. Implement and maintain correct regulations pertaining to the operation, cleaning and maintenance of equipment. Processing of statistics to ensure that the food expenditure remains within the budget. Accurate record keeping of stock as well as stock taking. Willingness to attend in-service training as well as courses/workshops.

ENQUIRIES : Mr EP Adcock Tel No: (028) 551-1342
APPLICATIONS : To the District Manager: Garden Route District, Private Bag X6539, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 28/306 : **DRIVER (HEAVY DUTY VEHICLE)**
 (Chief Directorate: Metro Health Services)

SALARY : R122 595 per annum
CENTRE : Lenteguur Hospital, Mitchells Plain
REQUIREMENTS : Minimum requirement: Basic Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirement of the job: Valid code (C1) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.

DUTIES : Ensure an efficient and effective transport service for Lenteguur Hospital. Ensure routine Maintenance of GG vehicles. Ensure an effective daily Transport Administration and support to Supervisor. Ensure vehicles are kept clean and tidy. Ensure correct collection and delivery of bloods and specimens.

ENQUIRIES : Ms AS Brandt Tel No: (021) 830-2704
APPLICATIONS : The Chief Director: Lenteguur Hospital, c/o Highlands and A Z Berman Drive, enteguur Hospital, Mitchells Plain, 7785.

FOR ATTENTION : Mr TM Twalo
NOTE : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

<u>POST 28/307</u>	:	<u>CLEANER (X2 POSTS)</u> Chief Directorate: Metro Health Centre
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Post A: Hanover Park Community Health Centre (X1 Post) Post B: Nyanga Community Day Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements (24-hour facility/s only). Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.
<u>DUTIES</u>	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to Household supervisor. Adhere to loyal service ethics.
<u>ENQUIRIES</u>	:	Post A: Ms M James, Tel No: (021) 692-4972 Post B: Ms. P. Cronje Tel No: (021) 444-6197
<u>APPLICATIONS</u>	:	Post A: To the Facility Manager: Hanover Park Community Health Centre, C/O Hanlyn and Hanover Park Avenue, Hanover Park, 7764. Post B: To the Facility Manager: Nyanga Community Day Care Centre, Sithandathu Avenue, 7785.
<u>FOR ATTENTION</u>	:	Post A: Ms M James, Post B: Ms P Cronje
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 28/308</u>	:	<u>GROUNDSMAN (X2 POSTS)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in gardening and maintenance of large grounds. Inherent requirement of the job: Be physically strong. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently, as well as part of a team. Ability to read, speak and write in two of the three official languages of the Western Cape. Good problem-solving skills and be physically strong. Basic knowledge of garden tool maintenance.
<u>DUTIES</u>	:	Maintain gardens, cut trees, tend to flower beds and weed eradication. Perimeter and fence inspection. Moving of equipment, assets and furniture from offices and wards on the Estate. Support to colleagues and supervisor.
<u>ENQUIRIES</u>	:	Ms AS Brandt, Tel No.: (021) 830-2704
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.
<u>FOR ATTENTION</u>	:	Mr T Twalo
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 28/309</u>	:	<u>PORTER</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchells Plain
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a health facility. Inherent requirement of the job: Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Prepared to work in all departments/clinics in hospital. Competencies (knowledge/skills): Ability to communicate in two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist and accompany patients per wheelchair/trolley/bed from reception to the clinics or from clinics to treatment sections. Deliver and collecting medical and other documentation (patient files, reports, etc) to/from clinics and treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Respond to request from clinics/departments and transport blood

products to Tygerberg Hospital. Transporting of deceased corpse to holding area. Act as reliever for messenger when needed.

ENQUIRIES : Mr Z Karoodien Tel No: (021) 937-3015
APPLICATIONS : The Clinical Manager, Oral Health Centres, Private Bag X1, Parow Valley, 7505.
FOR ATTENTION : Ms N Jooste
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

PROVINCIAL TREASURY

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 : 30 August 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/310 : **INFRASTRUCTURE MANAGER: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT REF NO: PT 10/2021**

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Finance/ Economics/ Commerce/ Built environment; A minimum of 5 years management level experience of which 3 years must be in the built environment/property/infrastructure environment; A valid code B (or higher) driving license. Recommendation: Project management qualification; Experience in the assessment, implementation and monitoring of immovable assets inclusive of infrastructure projects and property management; In depth knowledge of the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS). Competencies: Knowledge of: Project/ property management; IDMS/ FIDPM; Financial Management; Policy, legislation and guiding manuals; Skills needed: Strategic planning and analysis; Communication (written and verbal); Proven computer literacy in MS Office packages.

DUTIES : Monitor the effectiveness of infrastructure delivery interventions in processing information in respect of time, cost and quality as per agreed milestones; Assessing accuracy of infrastructure budget statement against project schedules in respect of projected budgeted cost, projected time against available infrastructure budgets; Monitor infrastructure spending performance; Provide technical feedback with respect to the enhancement of Business Cases; Project Proposals; Concept Reports to sector departments to access the Performance Incentive Grant; Promote the effective and efficient management of immovable assets; Property Fixed asset Register – Monitoring fixed asset register; Assess the optimal utilization of un-/under utilized assets and acquisition and disposal submissions; Monitoring and assess validity of lease – in/out – agreements; People and managerial management.

ENQUIRIES : Mr K Langenhoven at Tel No: (021) 483 6849

DEPARTMENT OF SOCIAL DEVELOPMENT

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 : 30 August 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/311 : **SOCIAL WORK SUPERVISOR: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATE - METRO NORTH (GOODWOOD) REF NO: DSD 111/2021**

SALARY : R384 228 - R445 425 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 SACSSP; A valid code B 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; Communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms S Abrahams at Tel No: (021) 483 7672

POST 28/312 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 110/2021 (X3 POSTS)**

SALARY : Grade 1: R217 659 - R252 327 per annum, (OSD as prescribed)
Grade 2: R265 320 - R307 569 per annum, (OSD as prescribed)
Grade 3: R323 253 - R432 459 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills.

- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
- ENQUIRIES** : Mr L Arnolds at Tel No: (021) 483 6657

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 30 August 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 28/313** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2), REF NO: TPW 05/2021R1**

- SALARY** : Grade A: R718 059 - R766 278 per annum; (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum; (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
- : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.

- DUTIES** : Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard

		documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A. Nell at Tel No: (021) 483 2013
	:	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
<u>POST 28/314</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 68/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 2 years relevant experience in Financial Reporting; A valid (Code B or higher) driving licence. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: The Operation of Trading Entity, GMT policies and SOP's; National Treasury Regulations, Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial Instructions; Disciplinary and Grievance procedures; FleetMan systems; Proven computer literacy (MS Office); Numerical skills; Written and verbal communication skills.
<u>DUTIES</u>	:	Manage and control all aspects regarding unspent grants; Manage and control all aspects regarding finance and operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases); Manage Economic Exchange Event (EEE) costing and the asset planning cycle.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. K Proctor-Fourie at Tel No: (061) 884 6572
	:	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
<u>POST 28/315</u>	:	<u>ADMINISTRATIVE OFFICER: FLEET RENTAL SERVICES REF NO: TPW 70/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A Minimum of 2 years Fleet Management experience; A valid Code B (08) driving licence. Recommendation: Supervisory experience in an office administration environment. Competencies: Knowledge and understanding of the following: GMT policies and standard operating procedures; National Treasury regulations; Provincial Treasury Instructions; Public Finance Management Act; Written and verbal communication skills; Proven computer Literacy.
<u>DUTIES</u>	:	Ensure Effective GMT Rental Services function; Control and co-ordinate GMT shuttle service; Plan and budget for vehicles; Monitor and control accidents and losses pertaining to GMT fleet rental services; Ensure adherence to policies and regulations pertaining to GMT rental vehicles and bookings; Administration and supervision of subordinates within section; Human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Fourie at Tel No: 083 636 7130
	:	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
<u>POST 28/316</u>	:	<u>ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP REF NO: TPW 13/2021 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R190 653 - R211 596 per annum Grade B: R224 574 - R249 246 per annum Grade C: R262 176 - R324 708 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Appropriate Trade Test Certificate; A valid Code EC driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.
- DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.
- ENQUIRIES APPLICATIONS** : Mr R Oliver at Tel No: (021) 959 7700
: 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>
- POST 28/317** : **ACCOUNTING CLERK: DEBT MANAGEMENT REF NO; TPW 67/2021**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; A minimum of 6 months experience in a Debt Management environment; A valid code B driving licence. Competencies: Knowledge and understanding of the following: Government Motor Transport (GMT) policies; National Treasury Regulations, Provincial Treasury Instructions; Public Finance Management Act, Financial procedures; Fleet Management System; GRAP Directives relevant to Debt Management; Skills needed: Financial reporting; Systematic approach; Numerical; Proven computer literacy; Written and verbal communication; Analytical thinking.
- DUTIES** : Process all collection of revenue administration and follow-up on outstanding debt; Update and maintain the customer database; Draw documentation and handle debtor administration, audit queries and reports; Responsible for reversing and adjusting of claims; Administer the monthly kilometer readings of vehicles.
- ENQUIRIES APPLICATIONS** : Mrs K Proctor-Fourie at Tel No: (061) 884 6572
: 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>
- POST 28/318** : **CLEANER: HR AND GENERAL OFFICE SUPPORT SERVICES, REGION 1 (PAARL) REF NO: TPW 17/2021 R1**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
: Department of Transport and Public Works, Western Cape Government
: Basic literacy and numeracy (ABET level 2). Recommendation: Appropriate cleaning service experience. Competencies: Knowledge of the following: Reception and cleaning services; Good people skills; High level of reliability; Ability to function under pressure; Communication skills; Interpersonal skills.
- DUTIES** : Responsible for cleaning of all offices at the office of the District Roads Engineer: Paarl; Responsible for cleaning of single quarters upon request; Assist with bookings of training room; Prepare refreshments for meetings, workshops and training interventions; Assist with administrative tasks on request from supervisor.
- ENQUIRIES APPLICATIONS** : Ms C Gatyene at Tel No: (021) 863 2020
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). 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

NOTE

: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE

: 06 September 2021