

**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** : 16 May 2022
- NOTE** : Only applications submitted online will be accepted. 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 15/221** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 28/2022**
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), all-inclusive salary package  
: Department of Agriculture, Western Cape Government  
: Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities; Recommendation: Ph.D in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.
- DUTIES** : Strategic Management; Line function management; and administrative management (financial, personnel and supply chain).
- ENQUIRIES** : Dr I Trautmann Tel No: (021) 808 5012

## OTHER POSTS

**POST 15/222** : **VETERINARY TECHNOLOGIST: SEROLOGY/VIROLOGY AND EPIDEMIOLOGY (STELLENBOSCH) REF NO: AGR 25/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma (or equivalent qualification) in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid (code B or higher) driving licence. Recommendation: Working knowledge of the Laboratory Information Management system (LIMS). Competencies: Knowledge of the following: Basic serological techniques; Reagent preparation; Quality control ISO 17025 accreditation; Government provisioning system; Relevant legislation and policies; Skills needed: Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Written and verbal communication; Ability to: Work independently and in a team; Accurately and precisely; Good professional conduct.

**DUTIES** : Ensure diagnostic serology, registration, preparation and processing of samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a laboratory management system in the section according to ISO 17025; Capturing of results in the Laboratory Information Management system (LIMS); Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

**ENQUIRIES** : Dr K Harris at Tel No: (021) 808 7538

**POST 15/223** : **VETERINARY PUBLIC HEALTH OFFICER (WORCESTER) REF NO: AGR 26/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B Degree) in Environmental Health/Animal Health or Veterinary Public Health; A minimum of 1 year relevant experience; A valid code B (or higher) driving licence. Recommendation: A valid registration with Health Professions Council of South Africa; Experience in the following: Abattoir, monitoring and control of meat safety in abattoirs; Abattoir auditing and responsible for multiple abattoirs on a regional level. Competencies: In depth knowledge of the following: Animal disease and their control; Epidemiological principles and methods; Farming practices in the Western Cape Province; Meat Safety Act, 200 (Act 40 of 200) and the regulations and policy pertaining to this act; Animal Health Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Administrative procedures; Skills in the following: Proven Communication (written and verbal); Computer literacy in MS Office packages; Planning and organisation; Analytical; Interpersonal; Relating and networking; Complex writing and reporting; Analysing; applying expertise and technology; Learning and researching; Ability to work independently.

**DUTIES** : Ensure meat hygiene and food safety by: Monitoring and inspecting export products/animals and accompanying documentation to ensure adherence to international standards; Execute law enforcement in accordance with Meat Safety act at abattoirs and sterilization plants. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement; Advising public regarding informal slaughtering and exemptions; Determine slaughtering needs of communities and make recommendations; Ensure compliance with legislation, national and international export requirements by auditing of exports facilities for compliance; Monitoring of harvesting procedures; Collection of samples for surveillance of identified projects of disease in animal and animal products.

**ENQUIRIES** : Dr M.J. Wolhuter at Tel No: (021) 808 7606

## 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>
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### OTHER POST

- POST 15/224** : **ADMINISTRATIVE OFFICER: WEST COAST REF NO: CAS 05/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 2 years library work experience; A valid (Code B or higher) driving licence. NB. People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Basic finance and human resource management; Training facilitation; The following skills: Administrative, report writing and proven computer literacy; Presentation, written and verbal communication.
- DUTIES** : Responsible for co-ordinating and distribution of information in the control area; Controlling and accumulating the monthly, quarterly and annual statistics of all regions in West Coast Control Area; Liaise with regional staff, public libraries and local authorities; Assist the assistant director in organising training courses and other meetings; Perform administrative functions; Responsible for correspondence of assistant director; Open correspondence files and keeping filing system up to date.
- ENQUIRIES** : Ms R Mouton at Tel No: (044) 814 1481

## 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** : 16 May 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 15/225** : **ADMINISTRATION CLERK: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DEDAT 04/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Administrative working environment; Clerical practices as well

as the ability to capture data, operate a computer and collecting statistics; Administrative working environment; Basic Accounting systems (BAS); Departmental Financial Management and Human Resource Delegations and Supplier Data Bases; Provincial procurement processes; Business and organisational structure of the department; Basic departmental/provincial financial systems and procedures; Skills needed: Ability to work independently and as part of a team; Communication (written and verbal); Interpersonal; Ability to work under pressure and problem solve issues; Understanding of meeting protocol; Ability to coordinate high level inquiries and responses; High level of professionalism and comprehension of confidentiality.

- DUTIES** : Liaise with internal and external stakeholders in relation to enquiries received; Provide general procurement coordination; Responsible for maintaining an electronic (MyContent) system; Coordinate and render support pertaining to administrative matters; Support the planning and coordinating of strategic engagements, forums and workshops (both internal and external); Keep record of all incoming and outgoing documents on a database; Facilitation of traveling arrangements and relevant basic accounting system and subsistence and travel claims.
- ENQUIRIES** : Ms C Titus at Tel No: (021) 483 4842

#### **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.

#### **OTHER POSTS**

- POST 15/226** : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: DERMATOLOGY)**
- SALARY** : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Dermatology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology. Competencies (knowledge/skills): Sound knowledge of Dermatology theory and practice. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in dermatology clinics and medical wards. Administrative, clinical, research and financial management relevant for an academic division. Experience as a Dermatologist in an academic unit will be an advantage.
- DUTIES** : Provide leadership to the Division of Dermatology and manage its staff, resources and performance, inspiring innovation and manage an effective and efficient service to patients. Participate as an active clinician, participating within the Department of Medicine and working closely with hospital management. Deliver effective and efficient administration of the Division of Dermatology. Ensure the rational use of resources (including laboratory investigations, medication, consumables, and equipment). Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.
- ENQUIRIES** : Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 May 2022
- POST 15/227** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (NEUROLOGY)**
- SALARY** : Grade 1: R1 122 630 per annum

		Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Neurology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Neurology. <b>Grade 2:</b> 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 Neurology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. Competencies (knowledge/skills): Excellent knowledge and skills in clinical neurology. Excellent knowledge and skills in clinical neurophysiology (EEG, long-term video EEG, NCS and EMG, etc.) Excellent interpersonal, communication, teaching and mentoring skills, Skills in crisis management and conflict resolution. Clinical and/or basic neuroscience research.
<b><u>DUTIES</u></b>	:	Render an effective and cost-efficient clinical neurology and neurophysiological service. Render an effective and cost-effective neurophysiological service to patients, particularly with respect to EEG and long-term video-EEG monitoring. Provide effective clinical and neurophysiological teaching to career neurology registrars. Supervise and mentor career neurology registrars and clinical neurology fellows. Undertake neuroscience research including the setting up neurology-related registries and databases. Supervise and mentor MMed and/or MSc graduate students. Teach and examine undergraduate medical students.
<b><u>ENQUIRIES</u></b>	:	Mr LM Tucker Tel No: (021) 4043-209/3197/3198, Email: lawrence.tucker@uct.ac.za
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<b><u>CLOSING DATE</u></b>	:	16 May 2022
<b><u>POST 15/228</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (A portion of the package can structure according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Management and Finance related field (NQF level 6/7). Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.
<b><u>DUTIES</u></b>	:	Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections in the Finance

Directorate, to enable the achievement of specific goals, objectives and targets and to ensure compliance to all policies, regulations, prescripts and instructions by providing guidance with interpretation and application. Utilize available technology to meet the requirement of an ever-changing healthcare environment. Ensure that the patient administration and billing systems are utilized correctly to ensure compliance and to implement appropriate strategies to reach collections targets. Liaise with auditors (external and internal) and respond to audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the information management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.

**ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3248  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/229** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**

**SALARY** : R571 242 (PN-B3) per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Trauma and Emergency Nursing Science. And knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES** : Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2074  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/230** : **CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1**

**SALARY** : Grade 1: R473 112 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a

Radiographer (Nuclear Medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. Experience: A minimum of 3 years' appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with knowledge, experience, and skills in general imaging, positron emission tomography, in vitro techniques, theranostics and PACS. Must be able to do on call duty as required. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literate and communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

**DUTIES** : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Head of department.

**ENQUIRIES** : Mr G Malan Tel No: (021) 404-4103/4389/6247  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/231** : **ASSISTANT DIRECTOR: RADIOGRAPHY (NUCLEAR MEDICINE)**

**SALARY** : R525 087 per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Nuclear Medicine Radiographer. Experience: Minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer in Nuclear Medicine. Inherent requirement of the job: Must be able to work as member of a multidisciplinary team. Must be able to plan and organize HR, technical and budgetary matters. Competencies (knowledge/skills): The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills.

**DUTIES** : Support HOD to meet objectives of the division. Supervise radiographers re performance and other HR matters. Assist the HOD in managing operational activities in the Division of nursing, administrative, porter, and domestic staff. Work closely with the PET/CT Centre manager to ensure optimal utilisation of radiography personnel across both parts of the Division. Ensure efficient and effective use of departmental budget. Ensure efficient and effective patient care, diagnostic and therapeutic procedures, and safe use of equipment. Actively participate and assist in the implementation and utilisation of an electronic Nuclear Medicine Information System (NMIS). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.

**ENQUIRIES** : Prof J. Warwick (Tel No: 021- 938 4352) / email: [jw@sun.ac.za](mailto:jw@sun.ac.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

<b><u>POST 15/232</u></b>	:	<b><u>CHIEF CLINICAL TECHNOLOGIST GRADE 1 (CARDIOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R473 112 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Cardiology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Cardiology. Inherent requirement of the job: After-hour's service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Accreditation from the British Society of Echocardiography. Knowledge in Procedures of electrophysiology will be advantageous.
<b><u>DUTIES</u></b>	:	Quality control. Management of databases. Stock control. Optimal patient care. Equipment management, evaluation, troubleshooting and maintenance. Human resource management. Supervise and perform all diagnostic procedures in Cardiology. Supervise and perform haemodynamic monitoring in Cath lab. Participation in academic programmes and research. Training of staff according to BSE guidelines.
<b><u>ENQUIRIES</u></b>	:	Mr J Steyn Tel No: (021) 938 4347
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	16 May 2022
<b><u>POST 15/233</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R450 939 per annum
<b><u>CENTRE</u></b>	:	Eerste River Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with SANC as a Professional Nurse (Proof of 2022 registration with SANC). Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, weekends, public holidays and night duty as required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of three official languages of the Western Cape and a strong sense of confidentiality and trustworthiness. Good managerial, supervisory, negotiation, interpersonal, problem solving, change management, decision making skills, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Computer literacy (MS Word, Outlook, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Provide management support, guidance, and direction to personnel under her or his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Effectively manage the utilisation and supervision of physical, human, and financial resources in accordance with legislation and policies. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Maintain constructive working relationships with nursing personnel and other stakeholders (multidisciplinary teamwork) and coordinate the provision of effective training and research.
<b><u>ENQUIRIES</u></b>	:	Ms MM Luphondo Tel No: (021) 902-8010/57
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	16 May 2022



<b><u>POST 15/234</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (COMMUNITY BASED SERVICES)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R450 939 (PN-A2) per annum, (plus a non-pensionable rural allowance of 8% of the basic salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witzenberg Sub-district 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 requirements of the job: Valid Code (B/EB) drivers' licence. Willingness to work overtime if and when required. Must be willing to travel in the district. 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.
<b><u>DUTIES</u></b>	:	Co-ordination, facilitation, and effective management of CBS Expanded Program for CHW and Chronic disease management. Monitor and Evaluation of Services in line with the Service Level Agreement and the District Health Plan. Financial Management of all funding allocated to the CBS program. Human Resource Management of staff allocated to the CBS program and training. Networking/partnerships with other relevant departments, programmes, and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr L Wawini Tel No: (023) 316-9600, email: Lulamile.wawini@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	16 May 2022
<b><u>POST 15/235</u></b>	:	<b><u>MEDICAL PHYSICIST: GRADE 1 TO 3 (5/8TH POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R420 078 (5/8th) per annum Grade 2: R475 797 (5/8th) per annum Grade 3: R544 014 (5/8th) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Physicist. <b>Grade 2:</b> 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. <b>Grade 3:</b> 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.
<b><u>DUTIES</u></b>	:	Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Divisions of Diagnostic

Radiology and Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulatory compliance. Assistance with equipment tender preparation, evaluation and commissioning. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

**ENQUIRIES** : Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/236** : **SOCIAL WORK SUPERVISOR: GRADE 1**

**SALARY** : Grade 1: R389 991 per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2022. Experience: A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Provide a 24-hour consultation and stand by service on rotational. Relief services. Competencies (knowledge/skills): Supervisory and managerial skills in social work, Ability to communicate effectively on all levels in at least two of the three official languages of the Western Cape. Good administrative, presentation, crisis management, risk management, training multi-disciplinary teamwork. Willingness to develop self and supervisees and the ability to mentor staff. Experience in supervision and consultation of social workers and / or, social work graduate interns/ students.

**DUTIES** : Provide efficient effective and accountable Social Work supervision consultation and management services Participate in the management of Social Work services and support institutional management structures/ persons Participate in training and development. Mentor and supervise social workers and students. Participate in research. Community outreach and public appearance. Maintain and participate in multi-disciplinary teamwork.

**ENQUIRIES** : Dr N Frans Tel No: 021 938 4164  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/237** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: CLINICAL FACILITATOR): OBSTETRICS AND GYNAECOLOGY**

**SALARY** : Grade 1: R388 974 (PN B1) per annum  
Grade 2: R478 404 (PN B2) per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : 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 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 speciality 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. Ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.
- DUTIES** : 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](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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** : 16 May 2022
- POST 15/238** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY, ORTHOPAEDICS OR OPHTHALMOLOGY) CLINICAL FACILITATOR**
- SALARY** : Grade 1: R388 974 (PN-B1) per annum  
Grade 2: R478 404 (PN-B2) per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology or Medical and Surgical Nursing Science: Orthopaedics or Medical and Surgical Nursing Science: Ophthalmology. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Perform after-hour and weekend duties for the departments and the hospital. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols, procedures of nursing practices or regimes within the relevant disciplines/ field of specialty units/wards with regards to quality practices. Knowledge of basic and post-basic training programs, computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Understanding of the control of financial resources and ability to work effectively in a multi-disciplinary team. Ability to promote quality patient centred care through the setting, implementation and monitoring of Standards.
- DUTIES** : Co-ordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical, and educational support for the provision of quality patient care through proper. Manage nursing care programs in the relevant specialty and other clinical environment. Provide and monitor the implementation of policies and programs, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programs. Effective management and utilization of all human, financial and material resources. Promote and participate in research.

<b><u>ENQUIRIES</u></b>	:	Mr A Mohamed/ Ms G Jeftha Tel No: (021) 404 2071/2074
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application or on appointment. This concession is only applicable to candidates who apply for the first time for registration.
<b><u>CLOSING DATE</u></b>	:	16 May 2022
<b><u>POST 15/239</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU) / RENAL UNIT)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R388 974 (PN B1) per annum Grade 2: R478 404 (PN B2) per annum
<b><u>CENTRE</u></b>	:	George Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/Critical Care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.
<b><u>DUTIES</u></b>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Intensive/High Care unit. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES</u></b>	:	Ms LK De Goede Tel No: (044) 802-4352
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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)"
<b><u>CLOSING DATE</u></b>	:	16 May 2022

<b><u>POST 15/240</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)</u></b> Directorate: Assurance
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	(Head Office, Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate health-related qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health Science practice, and Health Service Management and appropriate experience in a mental healthcare environment. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual, and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e., PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills.
<b><u>DUTIES</u></b>	:	Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical, and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing & Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying, and collection of fees in terms of applicable legislation. Ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>ENQUIRIES</u></b>	:	Ms K Jacobs Tel No: (021) 483-3303
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	16 May 2022
<b><u>POST 15/241</u></b>	:	<b><u>COMMUNICATION OFFICER</u></b> Directorate: Communications
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree or equivalent in Communication, Journalism, Public Relations or Media Studies. Experience: Appropriate experience in a corporate communication environment, public relations or marketing environment. Appropriate internal communication in corporate communications. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Client management experience. Excellent verbal and written communication skills. Content management for both web and internal communications. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Strong interpersonal skills.
<b><u>DUTIES</u></b>	:	Provide Corporate support to Business Units. Responsible for the production of corporate communication. Provide copy writing service to business units and strategic corporate and campaign communication. Align strategic messaging with corporate, campaign and web communication channels.
<b><u>ENQUIRIES</u></b>	:	Mr M van der Heever Tel No: (021) 483- 3716

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/242** : **CLINICAL CODING ASSESSOR**  
Directorate: Specialised Services Support (DRGs)

**SALARY** : R321 543 per annum  
**CENTRE** : (Head Office, Cape Town based at Tygerberg Hospital Office)  
**REQUIREMENTS** : Minimum educational qualification: A health-related three-year National Diploma or Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC) with appropriate experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. ICD-10 Basic and Intermediate level coding certification would be an advantage. Experience: Inherent organisational knowledge and appropriate experience of clinical coding. Appropriate experience in auditing of Diagnostic and Procedural coding in South Africa. Appropriate experience in clinical costing would be an advantage. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from the workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures, and prescripts. Ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Intermediate computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook).

**DUTIES** : Perform a compliance and improvement service to ensure Clinical Coding Conventions and SA Coding Standards compliance. Establish, plan, and conduct assessments of institutions. Implement validity checking of all outputs, compilation of reports and provision of feedback to management of the institutions. Support sub-projects linked to eCCR and DRG implementation. Cross training and cross functioning of staff to perform overall DRG unit functions for which in-house training will be provided. Assist in developing and maintaining all coding and capturing tools and coding browsers. Assist Health Department with all new coding systems and tools (ICD-11, ICHI, SNOMED) and various costing exercises. Accessing, preparing, cleaning, DRG allocations and analysing of large datasets from various electronic sources. Administrative activities required for efficient functioning of the DRG unit.

**ENQUIRIES** : Ms TJ Augustyn Tel No: 021 826 5743, or email: [Tamaryn-Jade.Augustyn@westerncape.gov.za](mailto:Tamaryn-Jade.Augustyn@westerncape.gov.za)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/243** : **DRG COSTING SPECIALIST**

**SALARY** : R321 543 per annum  
**CENTRE** : Sub-Directorate: Diagnosis Related Groups (DRGs)  
**REQUIREMENTS** : Minimum educational qualification: A health-related three-year National Diploma or Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management and/or Activity Based Costing in South Africa. Appropriate organizational knowledge and experience of ICD-10 coding. Appropriate experience with using Uniform Patient Fee Schedule or equivalent. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts. Ability to work independently and within a team

and able to liaise at a high level. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook).

- DUTIES** : Perform costing of admissions and activity-based costing of high volume and high resource services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Cross function and train across Clinical Coding and Training components to Support sub-projects within Diagnostic Coding, and overall DRG Implementation. Assess service utilization by care coordination to meet the comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role-players. Accurate record keeping and general office and ad-hoc duties.
- ENQUIRIES** : Ms P Fourie Tel No: (021) 826-5745 or E-mail: Priscilla.fourie@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 May 2022

**POST 15/244** : **CLINICAL CODING TRAINER (X2 POSTS)**

- SALARY** : R321 543 per annum
- CENTRE** : Head Office, Cape Town based at Tygerberg Hospital Office
- REQUIREMENTS** : Minimum educational qualification: A health-related three-year National Diploma or Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in Training and Development of Training materials. Appropriate knowledge and experience with an e-Learning platform (e.g.Moodle) with roles as Administrator, or Teacher, or Student. Appropriate experience in Clinical Coding Auditing and DRG Costing, would be an advantage. ICD-10 Basic and Intermediate level coding certification an advantage. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from the workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills. Ability to interpret and apply financial policies, procedures and prescriptions. Ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook and Teams).

- DUTIES** : Develop training material, maintain and revise training manuals, presentations, user guides, LMS. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness. Assist Assistant Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions. Evaluate training and feedback of training to management of the relevant institution. Support sub-projects linked to eCCR and DRG implementation through cross training and cross functioning to perform overall DRG unit functions including in-house training and induction of new staff. Assist in developing, maintaining all coding, and capturing tools and coding browsers. Accessing, preparing, cleaning, DRG allocation and analysing datasets from various electronic sources. Administrative activities required for efficient functioning of the DRG unit.
- ENQUIRIES** : Ms TJ Augustyn Tel No: (021) 826-5743 or E-mail: Tamaryn-Jade.Augustyn@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 May 2022

**POST 15/245** : **SYSTEM CONTROLLER**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R321 543 per annum  
**CENTRE** : Directorate: Forensic Pathology Services, Observatory Forensic Pathology Institute

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/Systems or related qualification. Experience: Appropriate experience in System Administration. Appropriate comprehensive training, working experience and knowledge of Information Management System(s). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within Forensic Pathology Facilities and to work overtime. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level computer competency in Microsoft Office Suite.

**DUTIES** : Manage the Laboratory Information Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

**ENQUIRIES** : Mr M Vismar Tel No: 061 546 0319  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/246** : **ARTISAN FOREMAN GRADE A: BUILDING**

**SALARY** : R308 826 per annum  
**CENTRE** : Based at Bellville Mobile workshop

**REQUIREMENTS** : Minimum educational qualification: A Trade Test Certificate in a building related trade. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Experience: Five years post qualification experience as an Artisan in the relevant field. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Broad knowledge and practical skills in common building trades. General knowledge regarding the requirements of SANS10400.

**DUTIES** : Produce objects with material and equipment according to job specifications and standards. Repair and servicing of infrastructure and equipment at facilities according to standards and the relevant regulations. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

**ENQUIRIES** : Mr. JP Louw Tel No: (021) 830-3771  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/247** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ROCHESTER HOUSE)**

**SALARY** : R261 372 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Manage a Hostel/Dormitory Residence/Hotel Appropriate experience in Personnel Management. Appropriate experience in Office and Financial administration. Inherent requirements of the job: Willingness to perform standby. Relieve and other related duties. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health



and Safety Act. Knowledge of the Labour Relations Act. Computer literacy (MS Office) and typing proficiency.

**DUTIES** : Manage the Operations of the Grootte Schuur Hospital staff Residence. Personnel Management, including submission of monthly reports, submission of monthly stats and the maintenance of a hygienic environment at the Residence. Financial administration and follow up on cash payments including reminders on expiry of lease agreements. Respond and resolve all queries and complaints, including repairs and maintenance of the residence. Relieve the duties of Supervisors and Managers within the Facility Management Department and assist with adhoc duties in the department.

**ENQUIRIES** : Mr F Olivier Tel No: (021) 404-3163

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 16 May 2022

**POST 15/248** : **ARTISAN PRODUCTION: GRADE A TO C (PLUMBING)**

**SALARY** : Grade A: R193 512 per annum  
Grade B: R227 943 per annum  
Grade C: R266 109 per annum

**CENTRE** : Grootte Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **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: A valid vehicle driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills) Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Learn and comply with in-house systems and procedures.

**DUTIES** : Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures. Attend to emergency breakdowns after hours and stand in when Artisan foreman is off duty.

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

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 16 May 2022

**POST 15/249** : **ARTISAN PRODUCTION GRADE A TO C (FITTER)**

**SALARY** : Grade A: R193 512 per annum  
Grade B: R227 943 per annum  
Grade C: R266 109 per annum

**CENTRE** : Grootte Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in the Mechanical Fitter field. Experience: **Grade A:** No experience required. **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 requirement of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to manage the Mechanical workshop independently and without supervisor. Construction and welding of metal fabricated work. Manufacture metal parts on machine shop lathe as required. Knowledge on Boilers and Heat exchangers.

**DUTIES** : Perform routine maintenance and repairs to all GSH autoclaves, calorifiers, pumps, Plant rooms, all Mechanical and steam related repairs, and Repairs to Boiler and associated equipment of Boiler house. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations regarding fitters/mechanical and welders department. It would be required for the officer to learn and comply with in-house systems and procedures. Training of staff and perform standby duties when required.

**ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404-6251, Mr E Sithole Tel No: (021) 404-6212

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 16 May 2022

**POST 15/250** : **BUILDING MANAGEMENT SYSTEM OPERATOR**

**SALARY** : R176 310 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Inherent requirements of the job: A valid vehicle driver's licence. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Electrical or Electronic background will be an added advantage. Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to perform minor general BMS repairs and maintenance. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook).

**DUTIES** : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up-to-date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation. Manage, monitor and assist with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries. Assist other departments within the department set-up when it is required.

**ENQUIRIES** : Mr AK Mgcodo / Mr N Sauls Tel No: (021) 404-6251 / 5055

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 16 May 2022

**POST 15/251** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY** : R176 310 per annum (Level 05)

**CENTRE** : Calitzdorp Clinic / Kannaland Sub-district

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Appropriate experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).

**DUTIES** : Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

**ENQUIRIES** : Ms S Labuschagne Tel No: (028) 551-1010

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 16 May 2022

**POST 15/252** : **HANDYMAN**  
Cape Winelands Health District

**SALARY** : R147 459 per annum  
**CENTRE** : Montagu Hospital, Langeberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub district within the workshop set-up. Willingness to be on standby, work overtime and to work on weekends and public holidays. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to handle heavy equipment, heights and narrow spaces.

**DUTIES** : Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material.

**ENQUIRIES** : Ms E Volschenk Tel No: (023) 626-8567, Email: Emma.Volschenk@westerncape.gov.za  
The Medical Manager: Robertson Hospital, Private Bag X617 Robertson 6705.  
Ms T Padiachy

**APPLICATIONS FOR ATTENTION** :  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/253** : **HANDYMAN (CARPENTRY)**

**SALARY** : R147 459 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience and knowledge of carpentry. Inherent requirement of the job: Ability to lift, move and handle heavy power-tools. Competencies (knowledge/skills): Good communication in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active) and work independently as well as in a team. Strict adherence to the Occupational Health and Safety Act.

**DUTIES** : Assist with the execution of carpentry projects/repairs and maintenance at hospital. Maintain and repair hospital furniture and equipment. Assist Artisans in the performance of their duties. Complete and return repair requisitions and keep record of all repairs and perform the necessary administrative functions. Assist in ordering and controlling the workshop, materials and tools.

**ENQUIRIES** : Mr K Mgcodo Tel No: (021) 404-6251  
**APPLICATIONS FOR ATTENTION** : Mr MS Benjamin  
The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/254** : **HANDYMAN (ELECTRICAL)**

**SALARY** : R147 459 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Strict adherence to the Occupational Health and Safety Act.

**DUTIES** : Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plantrooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation

projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

**ENQUIRIES** : Mr AK Mgcodo / Mr CT Blood Tel No: (021) 404-6314 / 6210  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/255** : **HOUSEKEEPING SUPERVISOR**

**SALARY** : R147 459 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping and Catering experience in a creche/childcare centre environment. Inherent requirements of the job: Willingness to perform duties at irregular hours. Willingness to perform overtime duty. Competencies (knowledge/skills): Must have knowledge of how to operate cleaning and catering equipment. Good work ethics, interpersonal, organising and decision-making skills. Must be able to work in a childcare environment and must have the ability to work in a team and independently. Writing and reading skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for overall control, organising, performing and co-ordinating of tasks related to linen, waste management, hygiene services, record-keeping, and stock control. To provide a Catering Service to the children at the Childcare Centre. Ensure a safe environment for both staff and the children. Relief according to the needs of the service within the Childcare Centre Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources and contract/agency staff as well related HR matters.

**ENQUIRIES** : Ms J Stevens Tel No: (021) 404-6194  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/256** : **TRADESMAN AID**  
Cape Winelands Health District

**SALARY** : R124 434 per annum  
**CENTRE** : Drakenstein Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate tradesman experience in (wood, metal and other materials, plumbing, electrical. Inherent requirements of the job: Ability to do hard physical work. Willingness to travel and work overtime. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment, tools and machinery.

**DUTIES** : Assist Artisans perform minor repair and maintenance of buildings, machinery, equipment and apparatus. Perform various basic maintenance duties in the workshop, facilities in Drakenstein Sub District area, plant rooms and on the grounds and clear areas where work has been carried out. Assist with the Maintenance and repair of electrical-, mechanical- and plumbing installations. Maintenance and repairs of all equipment and plant and assist with repairs Maintenance and installation of woodwork and paintwork. Control manages and safekeeping of tools, stock and equipment in the workshop and carrying, loading and off-loading of tools as well as material. Clean workshop and assist with repairs and maintenance functions effectively and provide support to supervisor Identify maintenance and repair needs and ensure that tools and material are available when needed and taken care of.

**ENQUIRIES** : Ms A Cupido-Jacobs Tel No: (021) 877-6400

**APPLICATIONS** : The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.  
**FOR ATTENTION** : Ms J Cecils  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/257** : **GENERAL WORKER STORES (SUPPLY CHAIN MANAGEMENT)**

**SALARY** : R104 073 per annum  
**CENTRE** : Nelspoort Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate stores experience. Inherent requirements of the job: A valid (Code B/EB) drivers' licence Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal and communication skills.

**DUTIES** : Deliver goods to various sections. Deliver store stock to end -users. Assist safe keeping of stock. Stock control/update stock on shelves. General cleaning and sanitize the warehouse. Assist Clerk in the store area. Transport store items from Beaufort West Bulk store. Assist in extra services in the Kitchen and Laundry as needed.

**ENQUIRIES** : Ms SC James Tel No: (023) 416-1600  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**POST 15/258** : **CLEANER**

**SALARY** : R104 073 per annum (Level 02)  
**CENTRE** : Riversdale Hospital (Hessequa Sub-district)  
**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: General housekeeping and cleaning experience. Inherent requirements of the job: Willingness to work shifts, night duty, weekends and working specific shifts as may be required. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to adhere to hygiene standards. Understanding of segregation of household and medical waste. Ability to work in team context. Good interpersonal relationships.

**DUTIES** : Perform routine cleaning services for the maintenance of high-quality hygiene and tidiness in and around the working environment. Effective utilisation of cleaning materials, equipment and stock to provide a safe environment to prevent safety hazards. Support supervisors and unit functions. Provide general housekeeping and cleaning services. Handling and segregation of household and medical waste.

**ENQUIRIES** : Mr P. Moolman Tel No: (028) 713-8640/43  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 May 2022

**DEPARTMENT OF THE PREMIER**

**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** : 16 May 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 15/259** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 65/2021 R1**
- SALARY** : LP 7: R774 660 per annum; all-inclusive salary package  
LP 8: R912 501 per annum, all-inclusive salary package (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government  
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. Recommendation: Proven experience in a legal advisory capacity; Proven experience in research methods and computer literacy. Competencies: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector. Skills needed: Exceptional communication (written and verbal); Well-developed legal research and legal writing; Innovative problem solving; Analytic; Presentation; Ability to work under pressure, meet strict deadlines and be customer and service delivery orientated.
- 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 pro-active 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; 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 at Tel No: (021) 483 8433

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- 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** : 16 May 2022
- NOTE** : Only applications submitted online will be accepted. 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 15/260** : **CHIEF DIRECTOR: POLICY AND STRATEGY INTEGRATION REF NO: TPW 29/2022**

**SALARY CENTRE** : R1 269 951 per annum (Level 14), all-inclusive salary package  
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Community facilitation; Empowerment (SMME, Broad based BEE, Woman and disability); Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; problem solving skills; sound budgeting skills; facilitation and presentation skills.

**DUTIES** : Strategic capability and leadership including Change Management; Translate the vision of the organisation into chief directorate goals; develop and implement strategies; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against predetermined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Project and Programme Management; Ensure efficient and effective oversight and management for all financial resources and all performance requirements as related to the PFMA and corporate governance; Shape transport in the province through the development of high level policies, strategies and programmes; Shape infrastructure in the province through the development of high level policies, strategies and programmes; Management of human resources and sound labour practices.

**ENQUIRIES** : Ms. J Gooch at Tel No: (021) 483 2826

**POST 15/261** : **DIRECTOR: EDUCATION INFRASTRUCTURE POLICIES STRATEGIES AND SYSTEMS REF NO: TPW 47/2022**

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), all-inclusive salary package  
 : Department of Transport and Public Works, Western Cape Government  
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level; Recommendation: Infrastructure Policies Strategies and Systems experience; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Management principles; Financial Management and sound budgeting; Employee relations; Empowerment (SMME, Broad-based BEE, Women and Disability); Public Service procedures; Programme and Project Management; Strategic Capability and leadership; People Management, planning and empowerment; Change Management; Programme and Project Management; Skills: Human

Resource planning; Facilitation and presentation skills; Sound Budgeting skills.

**DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into Directorate goals; Develop and implement strategies; Participate in the strategic planning process; Ensure compliance is monitored with relevant legislation; Evaluate the performance of the directorate; Successfully implement new initiatives and deliver on service delivery; Project and Programme Management; Ensure the efficient and effective oversight and management for all financial resources and all performance requirements as related to the PFMA and good corporate governance; Management of human resources and ensure sound labour practices.

**ENQUIRIES** : Adv. C Smith at Tel No: (021) 483 0025

#### **OTHER POSTS**

**POST 15/262** : **CHIEF ENGINEER: STRUCTURE DESIGN REF NO: TPW 40/2022**

**SALARY** : Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed).

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
Engineering Degree (B Eng/ BSc (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license (Code B or higher). Recommendation: Further studies in the field of engineering focusing on road structures as described in TMH19. Experience in: Policy/Guideline development and implementation, identifying and understanding governance and strategy processes and documentation thereof; Road infrastructure management in the public sector; Research and development of new/existing technologies related to design/construction/implementation of road structures; Proven team management experience (direct or indirect) focusing on dynamic/technical structural design; Mentoring and coaching in the field of Engineering. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

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

**ENQUIRIES** : Ms M Hofmeyr at Tel No: (021) 483 3999

**POST 15/263** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): METRO EAST/WEST REF NO: TPW 48/2022**

**SALARY** : Grade A: R628 014 - R676 539 per annum  
Grade B: R718 062 - R766 278 per annum  
Grade C: R809 634 - R953 715 per annum  
(Salary will be determined based on post registration experience as per the OSD prescript)

**CENTRE** : Department of Transport and Public Works, Western Cape Government



<b><u>REQUIREMENTS</u></b>	:	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 driving license (Code B or higher). 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; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem-solving and analysis; People Management; Change management; Innovation.
<b><u>DUTIES</u></b>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; 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; 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 procedures 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 surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr M Albertyn Tel No: (021) 483 5440
<b><u>POST 15/264</u></b>	:	<b><u>ADMINISTRATOR BRANCH COORDINATOR: ADMINISTRATION AND REPORTING REF NO: TPW 41/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior certificate or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Modern systems of governance and administration; Latest advances in public management theory and practice; Supply chain duties; Understanding of the legislative framework governing the public service; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team; Ability to capture data, operate computer and collecting statistics.
<b><u>DUTIES</u></b>	:	Coordinate all Human Resource related matters for the branch and liaise with relevant HO component: Facilitate the management of the talent plan; Act as liaison between Transport Control Officer (departmental) and components in branch; Coordinate and facilitate all financial matters between Road Branch and Branch Finance (budget, finance, SCM, losses); Coordinate and facilitate generic admin processes by liaising with relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms L Buys at 082 7307792
<b><u>POST 15/265</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: EPWP COMPLIANCE MONITORING REF NO: TPW 42/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies:

		Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP; Programme/project management, research and planning procedures; Supply Chain and Financial Management; Public Service reporting procedures; Skills in the following: Computer literacy; Written and verbal communication; Data Analysis; Report writing & formulation; Planning and organising; Problem solving; Ability to interpret and apply policy; Financial Management.
<b><u>DUTIES</u></b>	:	Provide admin support to Assistant Director and Deputy Director; Compliance with Supply Chain Management prescripts and participate on EPWP SCM Committees; Compliance with PFMA to ensure effective financial management; Ensure that records and documents are appropriately stored; Provide system related support to Provincial Department and municipalities; Liaise with participants through Participant Inductions; Liaise with implementing bodies (organisations, Provincial Departments and Municipalities); Conduct On-Site Verifications and Pre-Audit Assessments with relevant stakeholders; Obtain inputs, collate information and compile complex document reports and presentations; Conduct research on behalf of the Deputy Director; Compile monthly reports to Deputy Director with regard to all programmes and beneficiaries progress in a regional context.
<b><u>ENQUIRIES</u></b>	:	Mr J Smit Tel No: (021) 483 8533
<b><u>POST 15/266</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (GMT) REF NO: TPW 44/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; A minimum of 6 years experience in an expenditure management or similar environment; A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Generally Recognised Accounting Practice (GRAP). Competencies: Knowledge of the following: GRAP Directives; PFMA Act; National Treasury Regulations; Provincial Treasury Instructions; Budget Process; Trading Entity; Financial Procedures; Financial Delegations; Financial Instructions; Personnel Management, Disciplinary and Grievance Procedures; Proven computer literacy (MS Office, including Outlook); Oracle Financials; Skills needed: Strong communication (written and verbal) and knowledge sharing; Self-motivated; Must have leadership and supervisory; Must have good problem solving abilities; Ability to work under pressure and to meet stringent/prescribed deadlines.
<b><u>DUTIES</u></b>	:	Human Resource Management for the component; Ensure the following: All payment activities are carried out; Petty cash function is properly executed; Document control function is completed; Responsible for the general ledger and budget activities relating to expenditure management; Responsible for the administration of the asset register related activities within expenditure management; Oversee the internal control activities for expenditure management; Responsible for the expenditure activities relating to the strategic plan, annual report, audit and financial reports.
<b><u>ENQUIRIES</u></b>	:	Mrs K Proctor-Fourie at Tel No: (021) 467 4792
<b><u>POST 15/267</u></b>	:	<b><u>ADMINISTRATION CLERK: HEALTH INFRASTRUCTURE REF NO: TPW 46/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05) Department of Transport and Public Works, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel) and collecting statistics.
<b><u>DUTIES</u></b>	:	Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the

component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.

**ENQUIRIES**

: Mr P Williams at Tel No: (021) 483 4573