



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2024

DATE ISSUED 31 MAY 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT: Kindly note that the following positions were advertised in the Public Service Vacancy Circular 16 dated 10 May 2024 with the closing date of 31 May 2024 are amended as follows: The applications for the posts under the following centers:
Towoomba Research Station and LDARD must be submitted or forwarded to: The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
The physical address for Sekhukhune District and Capricorn District is amended as follows: Sekhukhune Block 27 Next to Traffic Station Lebowakgomo and Capricorn District Block 28 Next to Traffic Station Lebowakgomo.

The Centre for the six posts of General Worker (Redline/Gate/ Guard/Fence Patroller): Ref No. LDARD 75/3/2024 has been amended. The correct Centre is Vhembe East. The Department reserves the right not to make any appointment for the advertised posts. The closing date for submission of applications is extended to the 14 June 2024 at 16:00

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

OTHER POSTS

POST 19/82 : **MEDICAL SPECIALIST: (ORTHOAEDIC SURGERY) GRADE 1 TO 3**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Worcester Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Inherent requirements of the job: Valid South African (Code B/EB) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to manage all orthopaedic trauma cases comprehensively. Proven leadership abilities and experience in the supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public Health policies, guidelines and related prescripts to manage resources effectively. Computer literacy.

DUTIES : Ensure an efficient and cost-effective Orthopaedic Surgery service of high quality with a patient-centred focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centres in the Drainage area of Worcester Hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES APPLICATIONS : Dr A Troskie Tel No: (023) 348 1121
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 June 2024

<u>POST 19/83</u>	:	<u>ARCHITECT PRODUCTION GRADE A TO C</u> Directorate: Infrastructure Programme Delivery (Contract until 30 April 2027)
<u>SALARY</u>	:	Grade A: R721 476 per annum Grade B: R821 142 per annum Grade C: R925 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Project Office Tygerberg Redevelopment Minimum educational qualification: Bachelor's degree in architecture or relevant qualification. Registration with a professional council: Registration as a Professional Architect with the South African Council for the Architectural Professions (SACAP). Experience: Grade A: At least 3 years of appropriate/recognisable experience in this profession after qualification. Grade B: At least 14 years of appropriate/recognisable experience in this profession after registration with SACAP as a professional. Grade C: At least 26 years of appropriate/recognisable experience in this profession after registration with the SACAP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Physically fit to be able to walk on site(s). Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions, and presentations in English. Sound interpersonal and good verbal and written communication skills. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, including interaction with relevant professional development boards/councils.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms U Kuschke – Ulrike.Kuschke@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 14 June 2024
<u>POST 19/84</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALITY (SPECIALTY AREA: THEATRE)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Experience: A minimum of 9 years of appropriate/ recognisable experience in Nursing after registration

as a Professional Nurse and Midwife with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight into relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

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

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

CLOSING DATE : 21 June 2024

POST 19/85 : **OPERATIONAL MANAGER NURSING SPECIALITY (SPECIALTY AREA: ORTHOPAEDICS)**

SALARY : R656 964 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays
 Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

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

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

CLOSING DATE : 21 June 2024

POST 19/86 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: PAEDIATRICS)
(X2 POSTS)**

SALARY : R656 964 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

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

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

CLOSING DATE : 21 June 2024

POST 19/87 : **OPERATIONAL MANAGER NURSING SPECIALTY (SPECIALTY AREA:
OPD: OPHTHALMOLOGY)**

SALARY : R656 964 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing service as an Operational

Manager in an ophthalmology setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment.
CLOSING DATE : 21 June 2024

POST 19/88 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R656 964 (PN-B3) per annum
CENTRE : Wellington CDC, Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, and communication skills, and a strong sense of responsibility. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery. Improve quality of services.

ENQUIRIES : Ms. S Theron Tel No: (021) 862-4520
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment
CLOSING DATE : 21 June 2024

POST 19/89 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
(plus a non-pensionable rural allowance of 8% of the basic annual salary)
CENTRE : Ceres Hospital, Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a

professional council: Registration with the SANC as a Professional Nurse.
 Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of 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 Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Ceres Hospital and Health Care facilities in the Witzenberg Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers. Coordination of mental health forms and ensuring adherence to the prescribed timeframes according to law.

ENQUIRIES : Mr GH Vermeulen Tel No. (023) 316-9600
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Advanced Psychiatric Nursing Science with the South African Nursing Council."

CLOSING DATE : 21 June 2024

POST 19/90 : **ASSISTANT DIRECTOR: SCM (OPERATIONS)**
 Chief Directorate: Supply Chain Management

SALARY : R444 036 per annum
CENTRE : Western Cape Health Warehouse Tygerberg
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in business operations/and or government operations with a similar strategic value. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies(knowledge/skills): Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/LOGIS. Supervisory skills. Excellent written and verbal communication skills including report writing. Analytical skills (with particular focus on numerical accuracy, data analysis, data sets and other relevant information). Sound problem-solving skills. Presentation skills. Ability to work under pressure.

DUTIES : Manage the general operations in the Warehouse, including the supply chain management of clinical consumables. Ensuring an effective and efficient holistic financial monitoring service. Manage staff and section outputs (Human Resource Management). General management and supervision functions. Monitor and implement best warehouse practices continuously. Reporting.

ENQUIRIES : Mr Q Manuel on Quinton.Manuel@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates will be required to do a practical test.

CLOSING DATE : 14 June 2024

- POST 19/91** : **ASSISTANT DIRECTOR: SCM (PROCUREMENT)**
Chief Directorate: Supply Chain Management
- SALARY** : R444 036 per annum
CENTRE : Western Cape Health Warehouse, Tygerberg
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in business operations/and or government operations with a similar strategic value. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies(knowledge/skills): Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel, PowerPoint and good working knowledge of BAS/SYSPRO/LOGIS. Supervisory skills. Excellent written and verbal communication skills including report writing. Analytical skills (with particular focus on numerical accuracy, data analysis, data sets and other relevant information). Sound problem-solving skills. Presentation skills. Ability to work under pressure.
- DUTIES** : Manage and ensure compliant procurement processes for the Warehouse, including the control and safeguarding of stock and assets. Manage and report on all relevant procurement planning and demand management processes with regard to the Warehouse. Manage staff and section outputs (Human Resource Management). General management and supervision functions. Reporting.
- ENQUIRIES** : Mr Q Manuel on Quinton.Manuel@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates will be required to do a practical test.
- CLOSING DATE** : 14 June 2024
- POST 19/92** : **SENIOR PERSONNEL PRACTITIONER (TALENT SOURCING)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R376 413 per annum
CENTRE : Office of the Chief Director, Bellville Health Park
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree or equivalent qualification in Human Resources Management. Experience: Appropriate experience in Talent Sourcing and knowledge of Establishment Management. Appropriate experience in a supervisory position. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Appropriate knowledge of PERSAL. Competencies(knowledge/skills): Computer skills – intermediate to advanced (MS Office, Excel and PowerPoint). Appropriate knowledge of HR Policies, procedures, and practices relevant to Establishment and Recruitment and Selection. Good organisational and advanced writing skills.
- DUTIES** : Render an effective and efficient advisory support service with regard to Recruitment and selection. Implement and maintain the Online Recruitment and selection systems within the Department of Health. Provide effective Human Resource representation during the Recruitment and selection processes including all logistical arrangements. Draft submissions for the filling of all posts. Scrutinise motivations and accompanying documentation. Identify areas of need and implement training programmes and information sessions on existing and new policies and prescripts. Supervision of staff. -Investigate grievances with respect to Recruitment and Selection processes. Assist with establishment management functions.
- ENQUIRIES** : Ms JL Julies Tel No: (021) 815-8760
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post.
CLOSING DATE : 21 June 2024
- POST 19/93** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
Chief Directorate: Supply Chain Management
- SALARY** : R376 413 per annum
CENTRE : Western Cape Health Warehouse, Tygerberg

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying with due dates.
<u>DUTIES</u>	:	Manage and ensure compliant acquisition management/ contract management within the Western Cape Health Warehouse. Manage all related human resource management functions as well as provide a support service to the Warehouse Manager. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Manuel at Quinton.Manuel@westerncape.gov.za
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.
<u>POST 19/94</u>	:	14 June 2024
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (FINANCE/PAYMENTS)</u> Chief Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum
<u>DUTIES</u>	:	Western Cape Health Warehouse, Tygerberg
<u>ENQUIRIES APPLICATIONS</u>	:	Minimum educational qualifications: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<u>NOTE</u>	:	Manage and ensure financial compliance and financial governance within the Western Cape Health Warehouse. Manage all related human resource management functions. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse-related stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
<u>CLOSING DATE</u>	:	Mr Q Manuel at Quinton.Manuel@westerncape.gov.za
<u>POST 19/95</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>SALARY CENTRE REQUIREMENTS</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.
<u>DUTIES</u>	:	14 June 2024
<u>ENQUIRIES APPLICATIONS</u>	:	<u>DRG COSTING SPECIALIST</u> Directorate: Management Accounting
<u>NOTE</u>	:	R376 413 per annum
<u>CLOSING DATE</u>	:	Sub-Directorate: Billing System Support, Compliance Auditing and Training (Based at Western Cape College of Nursing, Stikland)
<u>POST 19/95</u>	:	Minimum educational qualification: An appropriate four-year National Diploma or three-year Degree in a health-related field 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 in the public or private healthcare sector. Appropriate experience

in clinical procedural costing in South Africa. Appropriate experience with using the Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies(knowledge/skills): Advanced knowledge of computer literacy skills in MS Excel and Word. Skills in research and analytical thinking. The ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures to produce a cost outcome.

DUTIES

: Public health care 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. Assess health service utilisation to measure the cost of 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. Procedural observation and interviews to gain costing insights.

ENQUIRIES

: Ms S Daniels Tel No: (021) 940 4456

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for the post. Candidates will be required to do a practical test.

CLOSING DATE

: 21 June 2024

POST 19/96

: **SENIOR ADMINISTRATIVE OFFICER: SCM (SYSTEMS)**
Chief Directorate: Supply Chain Management

SALARY

: R376 413 per annum

CENTRE

: Western Cape Health Warehouse, Tygerberg

REQUIREMENTS

: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies(knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel, and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying with due dates.

DUTIES

: Manage and ensure compliant and procedural systems management within the Western Cape Health Warehouse. Manage all related human resource management functions as well as provide a support service to the Warehouse Manager. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

ENQUIRIES

: Mr Q Manuel at Quinton.Manuel@westerncape.gov.za

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for the post. Candidates will be required to do a practical test.

CLOSING DATE

: 14 June 2024

POST 19/97

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X11 POSTS)**
Chief Directorate: Supply Chain Management

SALARY

: R216 417 per annum

CENTRE

: Western Cape Health Warehouse, Tygerberg

REQUIREMENTS

: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge of administrative and/or support duties in a store/warehouse.

- Knowledge in administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment.
- DUTIES** : Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient warehouse-related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
- ENQUIRIES** : Mr Q Manuel at Quinton.Manuel@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.
- CLOSING DATE** : 14 June 2024
- POST 19/98** : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources Administration. Appropriate administrative support experience in People Development or Labour Relations. Inherent requirement of the job: PERSAL and PERSAL Introduction certificate. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, the Public Service Act, Public Service Regulations, and Collective Agreements regarding personnel- and salary administration. Computer literacy in MS Office package, email and internet. Ability to meet deadlines and to maintain confidentiality. Knowledge of basic Labour Relations matters. Knowledge of Skills Development Act. Collective Agreements regarding personnel- and salary administration.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Maintenance of registers, i.e. PILIR, RWOEE, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resources and Personnel matters. Provide an effective support service to the supervisor (i.e. relief duties and attending meetings). Assist with Training Needs Analysis, Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Co-ordination of meetings, taking minutes, typing and dissemination of minutes after the meeting. Maintain grievance and disciplinary database.
- ENQUIRIES** : Mr N Jooste Tel No: (021) 937-3144
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : A practical test will form part of the interview process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 June 2024
- POST 19/99** : **TRADESMAN AID**
Central Karoo District
- SALARY** : R155 148 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualifications: NQF 03 (Grade 10 or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's licence. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Ability to function independently, plan (proactive) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Sound knowledge of hospital plant, laundry equipment and machinery.
- DUTIES** : Routine Maintenance and repairs of equipment, plant, and tools. Electrical, Mechanical, Plumbing, Building and Infrastructure maintenance and repairs.

Ensure an organised and neat workshop/office space. Job Requisitions & Administrative duties and functions. Occupational Health and Safety. Support to Supervisor.

ENQUIRIES : Mr. C Makwela Tel No: (023) 414-8200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short-listed applicants will be subjected to a practical test.

CLOSING DATE : 21 June 2024

POST 19/100 : **GENERAL WORKER STORES: SCM (X12 POSTS)**
 Chief Directorate: Supply Chain Management

SALARY : R131 265 per annum
CENTRE : Western Cape Health Warehouse, Tygerberg
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits. Competencies(knowledge/skills): Ability to read and write.

DUTIES : Loading and offloading of stock on the trucks and vans. Move goods to and from different sections via a pallet jack or forklift. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the warehouse area.

ENQUIRIES : Mr Q Manuel at Quinton.Manuel@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 14 June 2024