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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2023

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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.

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

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

OTHER POSTS

- POST 38/269** : **ASSISTANT MANAGER NURSING (GENERAL AREA)**
Chief Directorate: Metro Health Services
- SALARY** : R627 474 per annum
CENTRE : Klipfontein/Mitchell's Plain Sub-Structure Office
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 and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy. Experience in the use of clinical equipment and control of budget levels.
- DUTIES** : Overall management of the FBS Programmes in the Sub-structure within the Metro District. Monitoring and Evaluation of FBS programmes: Ensure the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Co-ordinate and communicate programme outcomes to facilitate targets and objectives attainment for the provision of effective and efficient client care within the FBS component. Manage Human Resources and Training. Monitor and ensure proper utilization of financial and allocated resources.
- ENQUIRIES** : Ms S Patel-Abrahams Tel No: (021) 370 5000
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. 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.
- CLOSING DATE** : 10 November 2023
- POST 38/270** : **CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1**
- SALARY** : Grade 1: R520 785 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the HPCSA as a (Independent Practitioner) Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): The ability to manage and supervise a subsection of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography, Fluoroscopy, Computerised Tomography and PACS will be an advantage. Computer literacy (MS Office package and MS Outlook). Knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Appropriate experience in a Radiography supervisory capacity will be an advantage.
- DUTIES** : Responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional

service to patients. Participate in the management of the cost centre. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment.

- ENQUIRIES** : Ms N Behardien-Peters Tel No: (021)-404-4187
- NOTE** : No payment of any kind is required when applying for this post. 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.
- CLOSING DATE** : 10 November 2023
- POST 38/271** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
- SALARY** : R627 474 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Requirement: 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 in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in 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 Trauma and Emergency after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e., Ms Word, Excel, PowerPoint, and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty including public sector policies and protocols.
- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. 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. Collect, provide, and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.
- ENQUIRIES** : Mrs R. Sutcliffe Tel. No: (021) 404 2092
- 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. 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.
- CLOSING DATE** : 10 November 2023
- POST 38/272** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MOU NURSING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum

<u>CENTRE REQUIREMENTS</u>	:	Bishop Lavis CHC
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic/advanced nursing qualification, with duration of at least one (1) year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Computer literacy (MS Word and Excel). Competencies knowledge/skills): Good interpersonal and leadership skills. Ability to direct the team to ensure quality holistic health care and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality assurance, Infection Control and Prevention and Occupational Health and Safety within the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.
<u>ENQUIRIES</u>	:	Ms P Ngcaba Tel No: (021) 508 4611
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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. 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 post-basic qualification with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/273</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMMUNITY BASED SERVICES) (COMPREHENSIVE HEALTH SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R497 193 (PN-A5) per annum
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha/Eastern Sub-structure Office
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Degree or diploma in community health and midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse and midwife with basic Community Nursing Science. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of

		Provincial/District HIV/AIDS/STI/TB/treatment and Prevention programme, Chronic diseases of Lifestyle, MWCAN and Mental health Programs, Epidemic Preparedness Response Strategies and Community Based Services. Good interpersonal, leadership and communication skills. Project management skills. Computer literacy (MS Word, Excel, and PowerPoint). Appropriate knowledge and experience in Comprehensive Primary Health Care. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Co-ordination and implementation of the Life course approach in the substructure, with respect to Community Based Care, HIV/AIDS/STI/TB, NCDs, Men's health, Maternal and Child health, Mental Health, Palliative care, Epidemic Preparedness Response Strategies. Establishing services linkages and service integration according to the COPC strategy. Support, train and monitor funded NGOs and other stakeholders in collaboration with management and Finance Department to ensure compliance. Provide oversight and support to health facilities i.r.o the implementation and monitoring and evaluation of the programme specific quality assurance policies, protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners to enhance implementation of the COPC principles. Effective implementation of appropriate projects in collaboration with health facilities to improve holistic care within the community the integrated primary health care service in the sub-district.
<u>ENQUIRIES</u>	:	Ms Delia Engle Tel No: (021) 360 4666
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/274</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT GOVERNANCE</u> Directorate: Supply Chain Management Governance
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Head Office; Bellville
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate knowledge and experience within a government SCM environment. Appropriate knowledge and experience in procurement prescripts related to Goods, Services and Infrastructure. Appropriate training experience. Inherent requirement of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions. Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract and Infrastructure (CIBD). Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Supervisory experience.
<u>DUTIES</u>	:	Develop, present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services and Infrastructure, as per approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training

		interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, supervision of staff.
<u>ENQUIRIES</u>	:	Ms L Khan Tel No: (021) 834 9047
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/275</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Overberg District
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS. Inherent requirement of the job: Valid B/EB or C1 driver's licence. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment.
<u>DUTIES</u>	:	Perform tasks related to procurement administration, such as inviting of quotes in EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly reports pertaining to assets. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (028) 514 8400
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/276</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R199 725 (SN1) per annum Grade 2: R237 210 (SN 2) per annum Grade 3: R277 752 (SN 3) per annum
<u>CENTRE</u>	:	Radie Kotze Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Perform relevant nursing duties pertaining basic nursing care to health care users under the direct or indirect supervision of the Professional nurse and within the scope of practice. Provide clinical nursing care and assist in clinical

		procedures. Ensure effective Triaging and screening of clients. Ensure that all documentation and reports adhere to legislation. Support to supervisor and colleague by team participation. Handle all enquiries and correspondence (written and verbal) in line with policies, regulations and circulars.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T J Fredericks Tel No: (022) 942 1562 / 1246
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/277</u>	:	<u>ADMINISTRATION CLERK: WARDS (ADMISSIONS)</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum Otto Du Plessis Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health environment with experience with HECTIS and CLINICOM System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of HECTIS and Clinicom. Knowledge of Hospital Fees Memorandum 18 and UPFS. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders. Effective assistance and support to supervisor, colleges and other institutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Laubscher Tel No: (028) 425 1168
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/278</u>	:	<u>GENERAL WORKER STORES</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 per annum Knysna Hospital Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirements of the job: Valid Driver's licence (Code B/EB). Physical ability to lift heavy boxes. Competencies (knowledge/skills): Receiving and distribution of stock.
<u>DUTIES</u>	:	(key result areas/outputs): Load and offload stock on the vans. Transport goods to and from different sections. Pack stock in boxes according to standards. Receipt of stock from bulk store. Prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Rein Tel No: (044) 302 8468
	:	The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar

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

CLOSING DATE : 10 November 2023