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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2024

DATE ISSUED 17 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.

**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 17/82 : **ASSISTANT MANAGER NURSING: SPECIALTY (SURGERY, ORTHOPAEDICS AND OPHTHALMOLOGY)**

SALARY : R715 977 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 in Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing, with a duration of at least 1 year accredited with the SANC in the speciality referred to above. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word and Excel. Knowledge of relevant legislation and policy related to this nursing speciality. Nursing management qualification/skills. Strong leadership and good interpersonal skills. Good organisation skills and the ability to function in a team and under pressure.

DUTIES : The candidate will be responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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 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.
CLOSING DATE : 07 June 2024

POST 17/83 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**

SALARY : R520 560 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-

		resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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 development.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	07 June 2024
<u>POST 17/84</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: GENERAL MEDICAL ADMISSIONS WARD)</u>
<u>SALARY</u>	:	R520 560 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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 development.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	07 June 2024
<u>POST 17/85</u>	:	<u>PHARMACIST ASSISTANT: GRADE 1 TO 3 (POST- BASIC)</u> Directorate: Information Management
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE</u>	:	Directorate: Head Office, Cape Town (Based at Tygerberg Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) (institutional). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Grade 2: A minimum of 5 years of appropriate experience as a Pharmacist Assistant after registration as

a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. **Grade 3:** A minimum of 13 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Experienced in system support to be able to manage the Medicine Management systems used in the province. Experience in training end users. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. A high level of computer literacy.

DUTIES : Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Provide end-user training in the use of the pharmacy system. Provide operational support at the facility. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to the supervisor.

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

ENQUIRIES : Ms T Blockman at (072) 321-2015

NOTE : No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency (assessments/proficiency) test. Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed.

CLOSING DATE : 07 June 2024

POST 17/86 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Garden Route District

SALARY : R308 154 per annum
CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/Tier.net). Training Skills. Advanced computer literacy (MS Office: Word, Excel, and PowerPoint). Ability to function independently and within a team context.

DUTIES : Coordinate, collect, collate, capture, and verify all relevant health data according to the provincial policies and SOP's. Assist with data quality monitoring, verification, and submission to and from the Sub-district Information Office in a prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district health facilities, provide regular reports/feedback to management. Participate in Sub-district health information coordinating activities and support management, supervisor, and colleagues. Maintain information systems: hardware and software and provide IT support for the Sub-district's Conduct and assist with compliance audits.

ENQUIRIES : Ms C Tiemie Tel No: (028) 713-8653

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 subjected to a competency assessment.

CLOSING DATE : 07 June 2024

POST 17/87 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET CLERK)**
 Directorate: Engineering and Technical Services, Belville Engineering Workshop

SALARY : R216 417 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accounting as a passed subject or Senior Certificate with appropriate experience in the KRA's. Experience: Appropriate experience in Logis and Asset Management. Inherent requirement for the job: Code (EB) driver's licence. Competencies (knowledge/skills): Knowledge of the PFMA, as well as Treasury Directives and Legislation pertaining to asset management. Knowledge and experience of LOGIS system. Knowledge and experience in Asset Management. Good communication skills. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES : Effective maintenance of assets. Maintenance of asset register. Controlling movement of assets. Effective disposal of assets. Assist with the compilation of the Annual Financial Statements. Effective Systems Maintenance. Effective Systems Management. Follow up on all outstanding transactions. ICN and Item Record Maintenance. Assist with the day-to-day maintenance of GG vehicles.

ENQUIRIES : Ms L van Boom Tel No: (021) 918-1631
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 June 2024