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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2025

DATE ISSUED 10 JANUARY 2025

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

: **DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION:** Kindly note that the post of Director-General was advertised in Public Service Vacancy Circular 45 dated 06 December 2024 closed 03 January 2025 with Ref No: DSTI 2024/1 had an omission (Five-Year Fixed Contract). The post is not permanent, this is a Five- Year Fixed Contract. The rest of the contents of the advertisement remain unchanged.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

- APPLICATIONS** : The Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 31 January 2025
- NOTE** : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Only shortlisted candidates will submit proof of residence. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POST

- POST 01/116** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER (OFFICE OF THE MEC: PUBLIC WORKS AND INFRASTRUCTURE) REF NO: PWI 25/01**
- SALARY** : R849 702 per annum (Level 11)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate National Diploma on NQF level 6. 3 years' experience below middle management preferably Assistant Director level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
- DUTIES** : Manage administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the

executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Brief the Head Office of the MEC on matters with regard to the executive authority's portfolio on the agenda of executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render executive council support service to the executive authority. Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert the Head Office of the MEC of actions to be taken and due dates. Supervise employees. General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES

: Mr S Diakos, Director: Human Resources Management Tel No: (051) 492 3811

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

- APPLICATOINS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on Tel No: (010) 345 1535.
- CLOSING DATE** : 24 January 2024
- NOTE** : It is our intention to promote representatively (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Please note that all applicants for Senior Management position are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed and late applications will be considered.

OTHER POSTS

- POST 01/117** : **DEPUTY DIRECTOR: FLEET LOGISTICS MANAGEMENT REF NO: REFS/022002**
Branch: g-Fleet Management
Directorate: Permanent Fleet
- SALARY** : R849 702 per annum (Level 11), plus benefits, (an all-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bedfordview
- REQUIREMENTS** : NQF level 6 /7) in Transportation/Logistics and administration. 3 to 5 years junior management experience in-motor vehicle transport operations management with at least two years in the public sector at management. Valid code 8 / EB Driver's License.
- DUTIES** : Oversee the allocation of vehicles according to client needs and requirements. Manage the licensing and registration process as well as specified fitments to new vehicles. Manage external service providers in accordance to contractual obligations. Monitor the utilisation of vehicles in line with terms and conditions set out in SLAs with client departments. Perform vehicle contract activation and monitoring: dispatch vehicles to clients. Activate vehicle contracts on Fleet Information System (FIS). Generate monthly utilization reports. Advice on

restructuring of contracts. Ensure that vehicle usage data is accurately recorded. Monitor the utilisation of vehicles in line with terms and conditions set out in SLAs with client departments. Perform vehicle contract activation and monitoring: dispatch vehicles to clients. Activate vehicle contracts on Fleet Information System (FIS). Generate monthly utilization reports. Advice on restructuring of contracts. Ensure that vehicle usage data is accurately recorded. Supervise and manage staff. Ensure financial resources are managed optimally. Plan, organize and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

- ENQUIRIES** : Ms. Ravanne Matthews Tel No: (011) 372 8660
- POST 01/118** : **DEPUTY DIRECTOR: INVENTORY AND WAREHOUSE MANAGEMENT**
REF NO: REFS/022000
 Branch: g-FleeT Management
 Chief Directorate: Logistics Management
 (12 Months Fixed Contract)
- SALARY** : R849 702 per annum (Level 11), plus benefits, (an all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bedfordview
 : National Diploma/Degree in Transport Management, Logistics Management, Supply Chain Management, Business Management and/or relevant qualification. 3- 5 Years relevant experience at Assistant Director Level in Logistics management environment.
- DUTIES** : Conduct research on National/Provincial Frameworks, policies and guidelines. Develop inventory management Framework policies and methodologies for the Department. Analyse warehouse Operations and System functionality and recommend on areas of improvement to achieve efficiency and effectiveness. Monitor the implementation of policies and processes. Manage the development of Standard Operating Procedures. Manage and conduct workshops on the approved policies and procedures. Manage the receipt of the goods. Manage all aspects of inventory stock taking. Manage execution of asset inspections. Monitor the final packaging of goods. Monitor the handover of goods to Distribution and transportation unit. Develop the inventory register. Manage updating and maintenance of the inventory register. Manage and monitor verification of the information contained in the register against datasets. Monitor movement of goods and record accordingly. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
- ENQUIRIES** : Ms. Matildah Mogotsi Tel No: (011) 372 8660
- POST 01/119** : **ASSISTANT DIRECTOR: TRANSPORTATION AND DISTRIBUTIONS REF**
NO: REFS/021999
 Branch: g-FleeT Management
 Chief Directorate: Logistics Management
 (12 Months fixed Contract)
- SALARY** : R444 036 per annum (Level 09), plus benefits, (an all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Bedfordview
 : National Diploma/ Degree in Transport Management, Logistics Management, Supply Chain Management, Business Management and/or relevant qualification, 3- 5 Years relevant experience as Senior/ SCM Officer in Logistics and transportation Management.
- DUTIES** : Provide support in conducting research on National/Provincial Frameworks, policies and guidelines. Gather data for development of distribution and transportation Framework policies and methodologies for the Department. Implement of policies and processes. Provide inputs on the development of

Standard Operating Procedures. Coordinate and conduct workshops on the approved policies and procedures. Provide support on the development of distribution system. Control movement of goods. Develop Distributions registers and ensure recording of the thereof. Ensure optimization of the distribution processes. Coordinate protection of the goods. Determine the transportations costs and advise accordingly. Determine best delivery routes. Determine the most appropriate fleet for delivery of goods. Ensure delivery of goods as per service level agreement. Monitor transportation of good to clients. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Ms. Matildah Mogotsi Tel No: (011) 372 8660

POST 01/120 : **ASSISTANT DIRECTOR: INVENTORY AND WAREHOUSE MANAGEMENT**
REF NO: REFS/021998
 Branch: g-FleeT Management
 Chief Directorate: Logistics Management
 (12 Months fixed contract)

SALARY : R444 036 per annum (Level 09), plus benefits, (an all-inclusive remuneration package)

CENTRE : Bedfordview

REQUIREMENTS : National Diploma/Degree in Transport Management, Logistics Management, Supply Chain Management, Business Management and/or relevant qualification. 3- 5 Years relevant experience as Senior/SCM officer in Logistics management environment.

DUTIES : Provide support in conducting research on National/Provincial Frameworks, policies and guidelines. Gather data for development of inventory management Framework policies and methodologies for the Department. Implement of policies and processes and identify areas of improvements. Provide inputs into the development of Standard Operating Procedures. Coordinate and conduct workshops on the approved policies and procedures. Ensure recording of goods received. Facilitate and monitor inventory stock taking. Conduct asset inspections in the warehouse. Monitor the final packaging of goods. Handover goods to Distribution and transportation unit. Develop the inventory register. Monitor updating and maintenance of the inventory register. Conduct and monitor verification of the information contained in the register against datasets. Monitor movement of goods and record accordingly. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Ms. Matildah Mogotsi Tel No: (011) 372 8660

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applications received after this date will not be accepted. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za
- FOR ATTENTION** : Ms E Perumal
- CLOSING DATE** : 24 January 2025
- NOTE** : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

OTHER POSTS

- POST 01/121** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH WELLNESS REF NO: 74/2024 (HCD)**
Chief Directorate: Human Resource Management and Development
Directorate: Human Capital Development
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Pietermaritzburg
: The ideal candidate must be in possession of a minimum NQF level 6 qualification in Psychology or Social Work or any relevant qualification with Psychology as a major subject coupled with 3 years experience in the Employee Wellness and HIV and AIDS fields. Registration with the HPCSA as a counsellor will be an advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Legislation and prescripts; Policies pertaining to the field Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields; Computer literacy; Finance; Knowledge of professional ethics and behavior by persons involved in wellness environment; Planning; Managerial; Counseling; Decision making; Problem solving; Conflict management Diversity management; Presentation/Training skills; Drivers licence.
- DUTIES** : The successful candidate will be required to facilitate and sustain employee wellness with the following responsibilities:- Facilitate case work; Develop, implement and monitor wellness related policies and guidelines; Facilitate the management of HIV and AIDS in the workplace; Management of resources, Develop, implement and evaluate programmes within the four Pillars of the Employee Health and Wellness Strategic Framework (HIV and AIDS, STI and TB Management, Health and Productivity Management, Wellness Management and SHERQ Management.
- ENQUIRIES** : Ms N Dlamini Tel No: (033) 260 8058

POST 01/122 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: 75/2024 (ODOE)**
Chief Directorate: Human Resource Management and Development
Directorate: Organisational Development and Organisational Efficiency Services

SALARY : R444 036 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification in Human Resource Management or related qualification coupled with 3 years junior management experience in Human Resource Management. A valid drivers license. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics; Computer based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Persal); Basic Financial Management; Team building; Project management; Presentation and facilitation skills; Motivation/leadership skills; Verbal and Written with Departmental officials (at all levels), other government institutions, NGO's and Private sector.

DUTIES : The successful candidate will be required to facilitate human resource practices within the Department with the following responsibilities: Coordinate the Human Resource (HR) Planning; Coordinate Employment Equity Programme within the Department; Ensure the development, review and implementation of Departmental human resource policies, strategies, procedure manuals and guidelines; Ensure coordination and implementation of Departmental internal Human Resource special projects; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES : Mr DM Cele Tel No: (033) 260 8063

POST 01/123 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 76/2024 (HRA)**
Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY : R444 036 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF 6 qualification as recognised by SAQA in Human Resources coupled with 3 years junior management experience in Human Resources. A valid drivers licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Labour Relations Act; Investigation into and policy development processes; Interpretation of legislation, policies and statistics; Computer-based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Persal); Financial Management; Team building; Communication (verbal, written and networking); Project management; Presentation and facilitation skills; Motivation/leadership skills; Negotiation skills; Communication with members of Selection Committees, Management and Senior Management and with candidates.

DUTIES : The successful candidate will be required to provide for the Recruitment and Selection services of employees with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure conformity to the Department's

- recruitment and selection policies; Ensure correct utilization of the resources within the component.
- ENQUIRIES** : Adv. KL Janse Van Rensburg Tel No: (033) 260 8001
- POST 01/124** : **BUDGET ANALYST REF NO: 77/2024 (FIN)**
Chief Directorate: Financial Management
Directorate: Budget Control and Planning
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
Pietermaritzburg
The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised SAQA in Financial Accounting /Financial Management coupled with Degree 3 years' financial/budget experience; Computer Literacy and a valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge Policy analysis, Project management, Budgetary processes; Departmental Policies; Team development, Decision making, Problem solving, Budgetary skills, Basic project management, Financial management; Communication skills (Written and Verbal).
- DUTIES** : The successful candidate will be required to provide Budget Control services with the following responsibilities: Revise Cash flow and complete In-year monitoring schedule each month; Provide a monthly ministerial schedule for the relevant programme; Analyse budget of a programme and identify potential savings; Analyze and verify input for all exercises throughout the budget process; Support and advice programme managers and line function management on budget related issues; Develop and implement proper control measures for the effective and efficient utilisation of the budget in the department; Manage the training and development of staff under his/her control.
- ENQUIRIES** : Ms SZ Khumalo Tel No: (033) 260 8306
- POST 01/125** : **DISTRICT SUPPORT MANAGER (X2 POSTS)**
Chief Directorate: Community Development Workers and Public Participation
Directorate: CDWP and Rapid Response
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
Ref No: 78/2024 (CDWPP) – Umkhanyakude
Ref No: 79/2024 (CDWPP) – King Cetshwayo
The ideal candidate must be in possession of a RVQ 13 / National Diploma in Community Development/ Social Science coupled with Minimum of 3 Years Administrative experience, Practical demonstration of knowledge and skills and a valid Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Dynamics, culture and language of targeted communities; How government operates; Human Resource and Financial Management; Project management; Relevant legislation; Planning; Teamwork; Decision making; Problem solving; Networking; Computer literacy; Leadership; Report Writing, Employee development; Analytical skills; Presentation; People management; Written and verbal; Communication with other Government Organisations, Private Sector; Microsoft Applications.
- DUTIES** : The successful candidate will be required to manage the community development workers programme within the district with the following responsibilities: Convene regular meetings with CDWs for briefing and reporting purposes on progress, problems experienced; Develop consolidated municipal and district analyses reports; Ensure smooth functioning of the Issue Management System within the district; Provide CDWs with relevant information on government programmes for communities to benefit; Manage the employment conditions and human resource management needs of CDW's.
- ENQUIRIES** : Ms N kaunda Tel No: (033) 355 6487
- POST 01/126** : **INTERNAL CONTROL OFFICER: AUDIT REF NO: 80/2024 (IC) (X2 POSTS)**
Office of the Head of Department
Directorate: Internal Control
- SALARY CENTRE** : R376 413 per annum (Level 08)
Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a BTech/ Degree or National Diploma with Accounting / Auditing/ Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field and a valid Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations. Risk Analysis/management; Internal Control procedures; Risk Management Practices; Auditing and Internal Auditing Standards; Service Delivery (Batho Pele); Public Service Code of conduct; Provincial Treasury Practice Notes; Advanced Ms. office Applications; Problem-solving; Analytical and numeracy; Analytical and quantitative method tools; Good interpersonal relations; Report writing; Policy interpretation/analysis; Financial Management; Organising; Presentation; Statistical and quantitative analysis; Computer skills; Self-discipline and ability to work under pressure with minimum supervision; Good Communication skills (Written and verbal) Internally: CFO, Senior General Managers, General Managers, Senior Managers Accounting Officer, Internal Auditors and staff; Externally: Provincial Departments, National Departments, Auditor-General, Portfolio Committees, SCOPA, Provincial Audit Committee, Provincial Risk Management Forum and Consultants.

DUTIES : The successful candidate will be required to provide effective and efficient internal departmental control services in terms of legislative mandates with the following responsibilities: Conduct internal control inspections to identify lack/ineffective internal control management systems within the department; Implement effective and efficient internal control management Policies, Frameworks and Procedure Manuals throughout the department; Implement Internal Control monitoring and evaluation mechanisms within the department; Provide transversal support, advice and guidance in terms of internal control prescripts; Participate in the compilation of reports to the Executing Authority on internal control management compliance programmes; Provide inputs on the development of departmental internal control policies, frameworks and procedure manuals.

ENQUIRIES : Ms S Sokhabase Tel No: (033) 260 8040

POST 01/127 : **RISK MANAGEMENT OFFICER REF NO:81/2024 (IC)**
Chief Directorate: Office of the HOD
Directorate: Internal Control

SALARY CENTRE : R376 413 per annum (Level 08)
: Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a BTech/Degree/National Diploma with Accounting/Auditing/Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of public sector, Local government and public/private entities system and relevant legislation/statutes, including, Constitution, Public Financial Management Act, Municipal Finance Management Act, Treasury Regulations, Risk analysis/management, Internal Control procedures, Risk Management Practice, Auditing and Internal Auditing standards, Service Delivery Batho Pele, Public Service Code of Conduct, Provincial Treasury Practice Notes, Advanced MS Office Applications; Numeracy, Communication, Planning and organizing, Interpersonal skills, Problem Solving, Analytical and Numeracy, Report writing, Policy Interpretation/analysis, Financial Management, Analytical and quantitative methods tools, Organization, Presentation, Statistical and quantitative analysis, Self-discipline and ability to work under pressure with minimum supervision; Communication (written and verbal); good computer literacy in Ms Office.

DUTIES : The successful candidate will be required to provide an effective and efficient department Risk Management Service in terms of Legislative mandates with the following responsibilities: Conduct Risk Management investigation to identify lack/ineffective risk management systems within the Department; Implementation effective and efficient risk management policies; framework and procedures manuals throughout the department; Implement risk management monitoring and evaluation mechanism within the department;

		Provide transversal support advice and guidance in terms of risk management prescripts; Provide inputs on the development of department risk management policies, framework and procedures manuals.
<u>ENQUIRIES</u>	:	Ms S Sokhabase Tel No: (033) 260 8040
<u>POST 01/128</u>	:	<u>RECORDS MANAGEMENT OFFICER REF NO: 82/2024 (CS)</u> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Pietermaritzburg The ideal candidate must be in possession of a Grade 12 coupled with 3-5 years' experience in the field of records management relevant training presented by the National Archives and Records Services or National Diploma/ Degree in Records Management with no experience; Valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Information management, Specialist knowledge of records management practices, Classification of Information. Promotion of Access to Information. Ability to work under pressure with minimum supervision. Computer literate, Knowledge of relevant standards and the statutory and regulatory framework within which the office functions, Understanding of the most prevalent systems being employed (i.e. transaction processing system, electronic document management systems, electronic records management systems etc.); Teamwork, Planning and time management, Influencing, Management performance; Communication (Written and verbal); good Computer Literacy in Ms Office.
<u>DUTIES</u>	:	The successful candidate will be required to ensure that the records management practices comply with the requirements of the National Archives and Records Services (Act 43 as amended or its provincial equivalent) with the following responsibilities: Facilitate the implementation of the records management policy and procedure manual. (Implement the records classification system and maintenance of the filing system; Ensure that all records are kept in safe custody; Facilitate the disposal of records.
<u>ENQUIRIES</u>	:	Ms Z Mtshali Tel No: (033) 260 8028
<u>POST 01/129</u>	:	<u>FINANCIAL ADMINISTRATION OFFICER (X4 POSTS)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Ref No: 83/2024 (TIS) - Umgungundlovu Ref No: 84/2024 (TIS) - Umkhanyakude Ref No: 85/2024 (TIS) - Harry Gwala Ref No: 86/2024 (TIS) - Uthukela The ideal candidate must be in possession of a Degree/ National Diploma in Financial Management or Senior Certificate coupled with a minimum of 3 years' experience in a financial environment. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Policy analysis, Project management, Relevant legislation and prescripts (PFMA, DoRA), Treasury regulation, Knowledge of IsiZulu and African Culture; Planning, Decision making, Numeracy, Problem solving, Analytical; Communication (written and verbal)
<u>DUTIES</u>	:	The successful candidate will be required to render support to the Local House of Traditional Leaders and Traditional Councils in the District with the following responsibilities: Provide financial management support to TCs; Procure supplies and services for TCs and LH; Ensure effective and efficient management of assets of TCs and LH; Attend to audit reports and queries Ensure proper use of allocated resources.
<u>ENQUIRIES</u>	:	Ms Bos Nzimande Tel No: (033) 8975862
<u>POST 01/130</u>	:	<u>STATE ACCOUNTANT: TRADITIONAL FINANCIAL SUPPORT REF NO: 87/2024 (TRA)</u> Chief Directorate: Financial Management Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Pietermaritzburg

<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Degree/ National Diploma in Financial Management or relevant qualification coupled with minimum of 3 years' experience in a financial environment. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Policy analysis, Project management, Relevant legislation and prescripts (PFMA, DORA), Treasury regulation; Numeracy, Communication, Planning and organizing, Interpersonal skills, Analytical; Communication (written and verbal).
<u>DUTIES</u>	:	The successful candidate will be required to provide revenue service to TC's with the following responsibilities: Administer the revenue of Traditional Council; Ensure accurate and efficient voucher control; Clearing of all bank exceptions and suspense accounts; Co- Ordinate monthly and year-end report for Traditional: Councils; Provide support in ensuring effective and efficient utilization of departments.
<u>ENQUIRIES</u>	:	Mr B Cele Tel No: (033) 260 8017
<u>POST 01/131</u>	:	<u>ADMINISTRATIVE OFFICER (X3 POSTS)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Ref No: 88/2024 (TIS)- Umkhanyakude District Ref No: 89/2024 (TIS)- Amajuba District Ref No: 90/2024 (TIS)- Ethekwini District
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Grade 12 coupled with 3 – 5 years' relevant administrative experience. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of National and Departmental Policies and Prescripts, Knowledge of general delegations, General knowledge of registry, archival and filing systems and procedures; Organizational skills, Report writing skills; Ability to work under pressure, Innovative/creative, Loyal and Trustworthy, Honest, Integrity, Energetic, Accept responsibility, Ability to work in a team and independency when necessary; Communication (written and verbal); Communication with other organizations.
<u>DUTIES</u>	:	The successful candidate will be required to render administrative support services to the Directorate: Traditional Institutional Support in Local House of Traditional Leaders and Traditional Councils in the District with the following responsibilities: Provide Secretariat services; Carry out District Database functions; Facilitate production and filing of documents; Requisitions of district, local house and TC documents, facilitate Occupational Health System (OHS) for the district, Organize the Directorates' resources (HR, and Equipment).
<u>ENQUIRIES</u>	:	Ms Bos Nzimande Tel No: (033) 897 5862
<u>POST 01/132</u>	:	<u>DEVELOPMENT FACILITATION OFFICER (X8 POSTS)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY CENTRE</u>	:	R255 450 per annum (Level 06) Ref No: 91/2024 (TIS) – Umzinyathi Ref No: 92/2024 (TIS) – Amajuba Ref No: 93/2024 (TIS) – Harry Gwala Ref No: /2024 (TIS) – Ethekwini Ref No: 95/2024(TIS) – Uthukela Ref No: 96/2024 (TIS) – Umgungundlovu Ref No: 97/2024 (TIS)- Umkhanyakude Ref No: 98/2024 (TIS) - Zululand
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Grade 12 or National Diploma in Administration coupled with 2 years' experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Provincial Policies; Departmental policies; Delegations; Computer literacy; Numeracy; Communication; Planning and organizing; Interpersonal skills; Interpersonal Skills; Research; Computer literacy; Financial Management; Decision making; Problem solving; Good interpersonal skills; Excellent verbal and written communication with Departmental officials, Private sector companies, public, other department; Computer Literacy and a valid drivers license.

- DUTIES** : The successful candidate will be to provide support in development programs with the following responsibilities: Facilitate the implementation of development interventions in partnership with Traditional Leaders and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; Perform administrative support for Traditional Leaders development activities; Keep up to date with new developments in the field to enhance service delivery.
- ENQUIRIES** : Ms Bos Nzimande Tel No: (033) 897 5862
- POST 01/133** : **FINANCIAL CLERK (X3 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support
- SALARY CENTRE** : R216 417 per annum (Level 05)
: Pietermaritzburg
Ref No: 99/2024 (TRA)- Ilembe
Ref No: 100/2024 (TRA)- Amajuba
Ref No: 101/2024 (TRA)- Umkhanyakude
- REQUIREMENTS** : Grade 12 certificate or equivalent. Computer Literacy. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Basic Knowledge of financial functions, ability to capture data, operate computer, collate financial statistics; Basic knowledge of the Public Service financial legislations, procedures and Treasury regulation (PFMA,DORA, PSA, PSR, PPPFA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS LOGIS etc); Computer skills, Planning and Organizational skills; Interpersonal skills; good communication (verbal and written); Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.
- DUTIES** : The successful candidate will be required to render financial support services within the department with the following responsibilities: - Render Financial Accounting transactions; Render payment services for TC's and LH, Render administrative and financial support to traditional councils and Local Houses Render administrative support on trust accounts, Provide support with the management of assets of TCs and LH, Perform bookkeeping support services; Render a budget support services.
- ENQUIRIES** : Ms Bos Nzimande Tel No: (033) 897 5862
- POST 01/134** : **DRIVER/MESSENGER (X7 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support
- SALARY CENTRE** : R183 279 per annum (Level 04)
: Ref No: 102/2024 (TRA) – Harry Gwala District
: Ref No: 103/2024 (TRA) – Ethekewini
Ref No: 104/2024 (TRA) – Ugu District
Ref No: 105/2024 (TRA) – Amajuba District
Ref No: 106/2024 (TRA) – Umkhanyakude District
Ref No: 107/2024 (TRA) – Uthukela District
Ref No: 108/2024 (TRA) – Umzinyathi District
- REQUIREMENTS** : The ideal candidate must be in possession of a Grade 10 qualification coupled with 7 – 12 months relevant experience and a valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of the procedures to operate a motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilised, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform messenger functions and routine office support like registry functions and the making of photocopies, good interpersonal skills; good communication skills (verbal and written).
- DUTIES** : The successful candidate will be required to provide driver and messenger duties with the following key responsibilities: Drive light and medium motor vehicles to transport passengers and deliver other items, Do routine maintenance on the allocated vehicle and report defects timeously, Complete all the required and prescribed records and log books with regard to the vehicle

and the goods handled, Render a clerical support/messenger service in the relevant office.

ENQUIRIES : Ms Bos Nzimande Tel No: (033) 8975862

DEPARTMENT OF HEALTH

OTHER POSTS

POST 01/135 : **LECTURER: NURSING SPECIALTY (POST GRADUATE DIPLOMA IN PERIOPERATIVE NURSING) REF NO: HRM 29/2024 (X1 POST)**

SALARY : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum

CENTRE : Victoria Mxenge Hospital

REQUIREMENTS : A National Senior certificate/ Grade 12 Plus Degree/ National Diploma in General Nursing & Midwifery that allows registration with the South African Nursing Council (SANC) as a Professional nurse Plus A Post Basic qualification in Nursing Education registered with SANC Plus A Post Basic qualification in Operating Theatre Nursing Science registered with SANC Plus Proof of current registration (2024) (this only would apply to candidates that are shortlisted) with South African Nursing Council Plus In possession of an unendorsed valid RSA Driver's License (Code EB) Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Only shortlisted persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) Recommendation: Masters' Degree in Nursing, Computer Literacy Knowledge, Skills, Training And Competencies Required: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labor Relations Act, etc., Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council, Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice, Possess knowledge of curriculum development and review, Knowledge of procedures and processes related to co-ordination of Post graduate diploma in Perioperative Nursing, Possess proficiency in teaching and assessment in Nursing Education, Possess sound knowledge of planning, scheduling, implementation of Post Graduate Diploma in Perioperative Nursing training programs, Possess sound conflict and decision-making/problem solving skills, Have good research and analytical skills, Have excellent communication and presentation skills (both verbal and written, Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook, Good interpersonal relations, Ability to work within set deadlines, Proficiency in teaching and assessment of Post Graduate Diploma in Perioperative Nursing evaluation approaches, Possess good communication (written & verbal) and presentation skills.

DUTIES : Provide education and training to students, Coordinate clinical learning exposure to students between college and clinical areas, Support the mission and promote the image of the college, Implement assessment strategies to determine learner's competencies, Exercise control over students, Participate in quality assurance programs, Implement the new nursing programs in line with SANC and CHE regulations, Participate in the provisioning of continuous Professional Development activities at the Campus, Participate in all government structures of the College, Participate in policy analysis, development and implementation and review of nursing curricula for Post Graduate Diploma in Peri-Operative Nursing.

ENQUIRIES : Mrs. E.S. Biyela Tel No: (031) 360 3110

APPLICATIONS : Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered Applications should be posted into the Red Box, Next To The ATM in the Admin Building

FOR ATTENTION NOTE : Mrs. N.J Garib (HR Department)
 : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, There will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 24 January 2025

POST 01/136 : **CLINICAL LECTURER: ADVANCED DIPLOMA IN MIDWIFERY REF NO: HRM 31/2024 (X1 POST)**

SALARY : Grade 1: R451 533 – R530 376 per annum
 : Grade 2: R553 545 – R686 211 per annum

CENTRE REQUIREMENTS : Victoria Mxenge Hospital
 : Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Post Basic qualification in Midwifery and Neonatal Nursing Science registered with SANC PLUS Proof of current registration (2024) (this only would apply to candidates that are shortlisted) with South African Nursing Council PLUS In possession of an unendorsed valid RSA Driver's License (Code EB) Plus A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council. (In the case of grade 1 PND 1) OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (In the case of grade 2 PND 2) Recommendation: Masters' Degree in Nursing, Computer Literacy Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to co-ordinate, implement and monitor and effective Clinical Training system, and as such, the ideal candidate must: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, Have in-depth knowledge of procedures and process related to nursing and nursing education, Possess sound knowledge and understanding of nursing code of ethics and professional practice, Possess in depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management, Possess good communication and interpersonal skills, Willingness to travel.

DUTIES : Provide effective and efficient clinical training of student midwives, Coordinate clinical learning exposure of student midwives between the campus and clinical area, Implement assessment strategies to determine student midwives' competencies, Develop/design, review and evaluate clinical evaluation tools, Implement the quality management system for the Nursing Education Institution, Implement the new nursing programs in line with SANC and CHE regulations, Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus, Support the mission and promote the image of the college, Exercise control over student midwives.

ENQUIRIES APPLICATIONS : Mrs. E.S. Biyela Tel No: (031) 360 3110
 : Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered

**FOR ATTENTION
NOTE**

Applications should be posted into the Red Box, next to the ATM in the Admin. Building

: Mrs. N.J Garib (HR Department)
: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, There will be no payment of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 24 January 2025

POST 01/137

: **CLINICAL NURSE PRACTITIONER REF NO: UMKH 01/2025 (X1 POST)**
Component: HIV AIDS – High Transmission Area
Re-advertisement

SALARY

: R451 533 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) Rural Allowance (On claim basis)

**CENTRE
REQUIREMENTS**

: Umkhanyakude Health District Office
: **Grade 1:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of four (04) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining the one (01) year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competences Required: Knowledge of Nursing care processes and procedures, other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter. Interpersonal skills including public relations, conflict handling and counseling Good insight of procedures and policies pertaining to nursing care. Personal attributes: responsiveness, professionalism, supportive and assertive. Good communication, report writing, decision making and problem solving skills.

DUTIES

: Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Administrative services such as providing accurate statistics for evaluation and future planning Distribute male and female condoms. Provide HIV counseling and testing. Management of Sexual and Transmitted Infection and screening for Tuberculosis services. Provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Implement standards, practices, criteria and the indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Ensure provision of basic needs of patients and a safe and therapeutic environment. Maintain constructive working relationship with Nursing and other stakeholders. Keep good valid record on all client intervention. Ensuring proper utilization of all resources efficiently and effectively.

ENQUIRIES : Ms. TM Dlamini Tel No: (035) 572 1327

APPLICATIONS : To be forwarded to: The Manager District Health Office Umkhanyakude Health District Office P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office behind KFC
Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za

FOR ATTENTION : Mr. B.K Mpupa: Assistant Director: HRM

NOTE : Directions to the Candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 31 January 2025

POST 01/138 : **LECTURER: NURSING SPECIALTY (ORTHOPAEDIC NURSING SCIENCE)**
REF NO: HRM 30/2024 (X2 POSTS)

SALARY : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum

CENTRE : Victoria Mxenge Hospital

REQUIREMENTS : A National Senior certificate/ Grade 12 Plus A Diploma / Degree in Nursing and Midwifery Plus Post Basic qualification in Nursing Education registered with SANC Plus Post Basic qualification in Orthopedic Nursing Science registered with SANC Plus Proof of current registration (2024) (this only would apply to candidates that are shortlisted) with South African Nursing Council: Plus In possession of an unendorsed valid RSA Driver's License (Code EB): Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Only shortlisted persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Masters' Degree in Nursing, Computer Literacy Knowledge, Skills, Training and Competencies Required: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labor Relations Act, etc., Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council, Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice, Possess knowledge of curriculum development and review, Knowledge of procedures and processes related to co-ordination of Post graduate diploma in Orthopedic Nursing, Possess proficiency in teaching and assessment in Nursing Education, Possess sound knowledge of planning, scheduling, implementation of Orthopedic nursing training programs, Possess sound conflict and decision-making/problem solving skills, Have good research and analytical skills, Have excellent

communication and presentation skills (both verbal and written), Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook, Good interpersonal relations, Ability to work within set deadlines, Proficiency in teaching and assessment of Post Graduate Diploma in Orthopedic Nursing evaluation approaches, Possess good communication (written & verbal) and presentation skills.

DUTIES : Provide education and training to students, Coordinate clinical learning exposure to students between college and clinical areas, Support the mission and promote the image of the college, Implement assessment strategies to determine learner's competencies, Exercise control over students, Participate in quality assurance programs, Participate in policy analysis, development and implementation, Development and review of curriculum for Orthopedic Nursing, Implement the new nursing programs in line with SANC and CHE regulations, Participates in the provisioning of continuous Professional Development activities at the Campus, Participates in all government structures of the College.

ENQUIRIES : Mrs. E.S. Biyela Tel No: (031) 360 3110

APPLICATIONS : Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered Applications should be posted into the Red Box, Next to the ATM In The Admin. Building

FOR ATTENTION : Mrs. N.J Garib (HR Department)

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 24 January 2025

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

<u>CLOSING DATE</u>	:	24 January 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

<u>POST 01/139</u>	:	<u>MEDICAL OFFICER: FORENSIC PATHOLOGY SERVICES REF NO: NCDOH 184/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum, (all-inclusive package) Grade 2: R1 082 988 per annum, (all-inclusive package) Grade 3: R1 253 415 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Kimberley Mortuary & Kuruman Mortuary Qualification: Appropriate qualification that allows registration with the HPCSA as Medical practitioner. A Valid Driver's License. Registration: Registration with the HPCSA as Medical Practitioner. Experience - Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of South African Qualified employees, One Year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of five (5) years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of South African qualified employees. Minimum of six (6) years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of ten (10) years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of South African qualified employees. Minimum of eleven (11) years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

- DUTIES** : Provide support to the Medical Specialist and Head of Division in rendering a sound Forensic Medical Service by active participation in the routine execution of clinical duties in the department with support to the regional stakeholders. Performance of autopsies, evisceration, dissection and administrative matters as it pertains to the unit. Participate in the identification process of unknown victims, inclusive of but not limited to relevant consultation processes. Ensure preservation and disposal of autopsy specimen and other collected evidence during and after dissection. Provide expert opinion where required.
- ENQUIRIES APPLICATIONS** : Dr DG Theys Tel No: (053) 8302 102
: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 01/140** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 185/2024 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R715 977 per annum
: Kamiesberg Sub-District, Namakwa District
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Primary Health Care. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialities: Clinical Nursing Science, Health Assessment and Treatment (PHC). Computer skills in basic programmes (Microsoft Office). Valid Driver's Licence is an inherent requirement for health programmes co-ordination and management. Experience: Grade 1: A minimum of 10 years appropriate/recognisable experience in nursing after registration as 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 Primary Health Care specialty after obtaining the 1-year post-basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care). Knowledge of the District Health System. Knowledge and experience in Health Programmes i.e. HIV, TB MCWH/PMTCT. Knowledge of District Health Services and Health Information Systems. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. The candidate must be willing to travel.
- DUTIES** : Provide stewardship for the implementation of the PHC re-engineering activities in the health area. Manage and monitor proper utilization of Human and Financial Resources. Oversee the implementation of quality improvement activities at Primary Health Care level. Provide mentorship and support to all primary health care facilities in the health area. Ensure an effective information management and Monitoring and Evaluation system for primary health care.
- ENQUIRIES APPLICATIONS** : Mr D. Grootboom/Ms E Cloete Tel No: (027) 712 1601
: Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.
- POST 01/141** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 186/2024 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R656 964 per annum
: Springbok Clinic (X1 Post)
: Loeriesfontein Clinic (X1 Post), Namakwa District
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement. Experience: Grade 1: Minimum of 9 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable

		experience after obtaining the 1-year post basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care). Valid drivers license.
<u>DUTIES</u>	:	Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/Ms EA Cloete Tel No: (027) 712 1601
	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240 or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 01/142</u>	:	<u>OPERATIONAL MANAGER SPECIALTY REF NO: NCDOH 187/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R656 964 per annum
	:	Springbok Hospital, (Namakwa District)
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advance Midwifery and Neonatology. 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 specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/ Ms EA Cloete Tel No: (027) 712 1601
	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered
<u>POST 01/143</u>	:	<u>DEPUTY PRINCIPAL EMS TRAINING COLLEGE REF NO: NCDOH 188/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R626 790 – R963 084 per annum
	:	Emergency Medical Services Training College, Kimberley
	:	Grade 2: Successful completion of the Critical Care Assistant Course (CCA) or National Diploma that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Paramedic. Grade 3: Successful completion of the B Tech degree that allows registration with the Health Professionals Council of South Africa (HPCSA) as an Emergency Care Practitioner (ECP). Experience Requirements: Grade 2: Three (3) years after registration with the Health Professionals Council of South Africa (HPCSA) as a Paramedic. Grade 3: Three (3) years after registration with the Health Professionals Council of South Africa as Emergency Care Practitioner (ECP)

<u>DUTIES</u>	:	Education and Training - Supervision of programme coordinators for all training programmes. Conduct annual training and education planning. Conduct regular reviews of Curricula. Ensure compliance and of learning programmes with HEI criteria and policies through valid quality assurance process. Provide regular feedback to the College Principal on learning programmes delivery and quality. Ensure vertical and horizontal standardization of teaching and learning in learning programmes. Conduct internal and external moderations of summative assessments. Review and evaluation of relevant College training and education policies. Attend skill training related meetings with relevant Stakeholders. Strategic Management - Assist the Principal in College Strategic Planning and Analysis compilation of monitoring and feedback reports for College Principal. Assist with defining and adjusting strategic goals of the College. Represent the Principal at Management Meetings, when necessary. Represent the Principal at National Strategic Meetings, when necessary. Represent the Principal at Stakeholders' meetings, when necessary. Supply Chain, Finance and Human Resources - Conduct planning, monitoring and evaluation of all College assets and equipment. Perform financial controlling of College budgets. Attend Supply Chain related meetings. Provide reports for College Principal on Supply Chain related matters. Ensure College assets compliance with Higher Education Criteria. Oversee and review HR compliance. Personal Development - Study towards job related qualifications. Attend in-service job description related training.
<u>ENQUIRIES</u>	:	Emergency Medical Service Director, Mr. M Ntintelo at 072 045 0664 or EMS Training College Principal Mr. KV Naidoo at 082 944 3038.
<u>APPLICATIONS</u>	:	Applications must be emailed to E-Mailed at nchealthhr@ncpg.gov.za . Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301. Applicants must complete an application register when an application is hand delivered.
<u>POST 01/144</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: NCDOH 189/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R520 560 per annum Grade 2: R553 545 – R676 068 per annum
<u>CENTRE REQUIREMENTS</u>	:	Pofadder CHC (Namakwa District)
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e. R48). Registration with the SANC as Professional Nurse. Valid driver's licence will be an added advantage. Experience: Grade 1: Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care. Provision of administrative services. Provision of educational services. Provision of clinical services. Usage of equipment and machinery & Research responsibility.
<u>ENQUIRIES</u>	:	Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
<u>APPLICATIONS</u>	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 01/145</u>	:	<u>DIETICIAN NCDOH REF NO: NCDOH 190/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Springbok Hospital
	:	An appropriate qualification in Dietetics/Nutrition that allows for registration with the HPCSA as Dietician. Current registration with HPCSA as Dietician. Completion of one – year Community Service as Dietician or minimum of one – year formal working experience in the field. A valid driver's licence. Experience: Grade 1: None after obtaining an appropriate qualification or

prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). **Grade 2:** Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa.

DUTIES : Nutrition promotion, prevention and treatment throughout the life cycle. Promotion, protection and support of infant feeding and growth monitoring. Nutrition support and treatment for specific conditions, including TB/ HIV NCD's and any other medical condition requiring specialised nutritional guidance to in and out patients. Manage and implementation of nutrition specialised supplementation programmes to in and out patients. Implementation and coordination of health awareness events, campaigns and outreaches within the field. Training of all health worker categories in various aspects of nutrition related to available policies and guidelines e.g. MBFI, GMP and SAM. Monitoring and support to food service in institutions. Administrative, monitoring and reporting duties related to the programme responsibilities.

ENQUIRIES : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
APPLICATIONS : Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

POST 01/146 : **EMS LECTURER (PARAMEDIC) REF NO: NCDOH 191/2024 (X2 POSTS)**

SALARY : Grade 2: R376 596 per annum
 Grade 3: R461 624 per annum
 Grade 4: R540 537 per annum

CENTRE : EMS Training College, Kimberley
REQUIREMENTS : **Grade 2:** Successful completion of a recognised National Diploma in Emergency Medical Care (NQF6) that allow registration with the HPCSA as Paramedic. **Grade 3 & 4:** Successful completion of a Bachelors of Technology Degree, Bachelors of Health Science Degree or Masters in Emergency Medical Care that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Candidates with an EMC qualification within a minimum of a NQF7 qualification that allows registration with the HPCSA as an Emergency Medical Care Practitioner. Experience: **Grade 2:** None after registration with the HPCSA as Paramedic with National Diploma Registration with the HPCSA as Paramedic with National Diploma **Grade 3:** 7 years after registration with the HPCSA as a Paramedic (NDip/ DEMC) or None after registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Paramedic (NDip/DEMC) 17 years after registration with the HPCSA as Paramedic or Emergency Care Practitioner 10 years after registration.

DUTIES : An Emergency Medical Services (EMS) Lecturer plays a critical role in the education and mentorship of prospective EMS practitioners. The position requires a blend of clinical experience and expertise, educational skills, and professional competencies to deliver high-quality instruction, oversight and mentorship to prepare students for the real-world. Clinical Expertise - Extensive knowledge and hands-on experience in EMS, paramedicine, or emergency care. Proficiency in Advanced Life Support (ALS), Intermediate and Basic Life Support (BLS) scope and protocols. Familiarity and compliance with the latest pre-hospital clinical practice guidelines, ALS techniques and technologies. Ability to translate complex medical concepts into accessible, actionable knowledge. Comprehensive understanding of EMS industry standards and accreditation requirements Familiarity with the regulations governing EMS education and practice. Perform weekly operational clinical shifts with academic and skill retention purposes. Ability to ensure compliance with institutional policies and EMS certification requirements. Leadership skills to guide EMS colleagues, students whilst serving as a role model in the EMS field. Participation in clinical governance EMS events Teaching, learning, assessment and facilitation - Commitment to continuous learning to stay current with advancements in EMS and medical education. Ensure inclusivity of current evidence-based clinical practice in teaching and learning content. Ability to plan, coordinate and implement teaching and learning to EMS and community members. Strong pedagogical skills to design and deliver effective

teaching and learning activities. Proficiency in creating curricula, lesson plans, and assessments aligned with emergency Medical Care (EMC) education standards. Expertise in adult learning theories and adapting teaching methods to diverse learning styles. Capability to use educational technology, including simulation tools, online learning platforms, and multimedia resources. Create assessments tools, mark and provide constructive feedback. Demonstrate effective proficiency in assessments, emergencies and decision-making under pressure. The ability to train students to think critically and adapt to rapidly changing scenarios in the field. Active engagement EMS colleagues, professional organizations and industry events to enhance teaching and program quality. Ability to effectively facilitate learning events whilst adopting teaching and learning approaches. Communication and People management - Strong verbal and written communication skills for effective teaching, mentoring, and facilitation. Ability to foster a collaborative and inclusive learning environment. Create and maintain effective and constructive student activities. Skilled in conflict resolution and providing constructive feedback to students and colleagues. Demonstrate good people engagement and management skills to enhance student academic development. Participate and foster workforce feedback through continuous professional development. Monitor, interpret, and report on student progress. Quality and effective resource oversight – perform regular research to ensure teaching and learning content relevance and compliance. Assist with and perform internal and external moderation of learning content. Effective capture, scrutiny, and management of student academic performance. Adherence to policy and SOPS (department and academic). Effective use and commitment of Assets, resources, and Time. Ability to embrace and Immerse training aligned to NECET. Administrative and Organizational Abilities – Ensure that all academic administration and facilities are documented and shared as required. Competence in managing course-related schedules, student records, and program documentation. Ability to coordinate with clinical sites, external agencies, and educational institutions. Skill in evaluating program outcomes and implementing improvement based on feedback. Soft Skills - critical thinking, problem-solving, public speaking, professional writing, teamwork, digital literacy, leadership, professional attitude, good work ethic. Short-listed candidates will be expected to create and present a topic chosen by the interview panel on the day of the interview. Preference will be given to Individuals with teaching and learning experience.

- ENQUIRIES** : Emergency Medical Services & Forensic Pathology Services acting Chief Director, Mr. M Ntintelo at 072 045 0664.
Principal EMS Training College, Mr. KV Naidoo at 082 944 3038
- APPLICATIONS** : Applications must be emailed to nchealthhr@ncpg.gov.za. Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301. Applicants must complete an application register when an application is hand delivered.
- POST 01/147** : **PROFESSIONAL NURSE GENERAL REF NO: NCDOH 192/2024 (X10 POSTS)**
- SALARY** : Grade 1: R307 473 – R356 382 per annum
Grade 2: R375 480 – R435 759 per annum
Grade 3: R451 533 – R520 273 per annum
- CENTRE REQUIREMENTS** : Northern Cape Mental Health Hospital
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse with psychiatry as a prerequisite. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other

		stakeholders (i.e. inter professional, inter-sectorial and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms AO Mintor Assistant Manager Nursing at 073 184 6400
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley, 8301, e-mail to nhealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered
<u>POST 01/148</u>	:	<u>STAFF NURSE REF NO: NCDOH 193/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R209 112 –R233 931 per annum Grade 2: R248 613 – R279 159 per annum Grade 3: R290 805 – R356 832 per annum
<u>CENTRE REQUIREMENTS</u>	:	Garies (Namakwa District) Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/ Ms EA Cloete Tel No: (027) 7121601
	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 01/149</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 194/2024 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 - R186 072 per annum Grade 2: R192 675 – R215 436 per annum Grade 3: R227 070 – R279 159 per annum
<u>CENTRE</u>	:	Abraham Esau Hospital (X1 Post) Pofadder Clinic (X1 Post) Joe Slovo CHC (X1 Post) Fraserburg CHC (X1 Post) (Namakwa District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant. experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 or e-mailed to NamakwaHR@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- CLOSING DATE** : 24 January 2025
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. No appointment to an SMS post shall be approved without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

OTHER POSTS

- POST 01/150** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/22**
Purpose: To Monitor the Implementation of the Multi-Sectoral response to HIV, TB and STIs in the province
- SALARY** : R849 702 per annum (Level 11)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three-year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) 6-7 years' experience applicable in the relevant field of which 3 must be at Assistant Director level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resource as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public

Service Regulations and various Bargaining Council Resolution. Knowledge and Experience in HIV/AIDS. Knowledge and experience in Monitoring and Evaluation principles and methods, Knowledge and experience in research principles and methods. Computer literacy skills in Excel, Word, Power Point. Reporting skills.

DUTIES : Monitor and Evaluate Implementation of the Provincial Implementation Plan (PIP). Participate in the development of the Provincial Implementation Plan (PIP). Develop M&E frameworks and tools for PIP reporting. Coordinate the Provincial Monitoring and Evaluation Committee. Coordinate reporting of the PIP across all sectors. Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors. Build stakeholder capacity on the use of the Situation Room Platform.

ENQUIRIES : MS. SM Mokgothu Tel No: (018) 388 5096
APPLICATIONS : E-Mail: ooprecruitment2@nwpg.gov.za

POST 01/151 : **ASSISTANT DIRECTOR: PLANNING & RESEARCH: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/23**
Purpose: To coordinate multi-sectoral planning and research on matters related to HIV, STI'S and TB

SALARY : R444 036 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : Three-year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

DUTIES : Facilitate HIV, STI'S and TB research matters; establish multi-sectoral HIV and AIDS research coordinating mechanism and a Provincial Research agenda. Provide relevant input on HIV, STIs and TB research matters. Facilitate the research database in collaboration with the Provincial Research Directorate. Participate in the Provincial Research Forum. Manage circulation of information about any new research done in the province in relation to HIV, STIs and TB related matters. Develop Provincial Strategic Planning (PSP); Participate in the drafting of PSP and consultation process. Liaise Sub-Branch: Integrate Planning and SALGA during the development of PSP. Compile reports on consultation conducted with stakeholder. Consolidate inputs to the draft PSP. Facilitate the printing of the signed PSP. Participate in the distribution of printed PSP. Present the PSP to the Local and District AIDS councils. Provide support and guidance to government departments, NGO's, Businesses and Labour Organisations during the development of HIV, STI's and TB operational plans and facilitate the development of operational plans for Civil Society Sectors.

ENQUIRIES : Ms. SM Mokgothu Tel No: (018) 388 5096
APPLICATIONS : E-Mail: ooprecruitment3@nwpg.gov.za

POST 01/152 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/24**
Purpose: To Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors

SALARY : R444 036 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : Three-year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management.

<u>DUTIES</u>	:	Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.
	:	Monitor the multi-sectoral interventions on HIV, STI'S and TB related matters; Participate in the development and review of the provincial monitoring and evaluation (M&E) Framework. Circulate the draft M & E framework to all relevant stakeholders and Structures. Consolidate stakeholder inputs for finalization of M & E framework. Popularize the approved M & E framework to all relevant stakeholders and structures. Participate in the development of M & E reporting tools for implementers of PSP. Collate and consolidate Provincial Implementation Plan progress reports from different sectors. Conduct data verification and quality assurance. Consult with relevant sectors where discrepancies are identified. Finalize the consolidated reports for analysis. Coordinate the Provincial Monitoring and Evaluation Committee. Provide support to District AIDS. Council secretariat on M&E related matters. Coordinate the M&E assessment of District M&E system using the prescribed tools. Compile reports on the assessment conducted. Evaluate and assess results of multi-sectoral interventions; Develop concept papers for the mid-term review and the end term review of the implementation of the PIP. Contribute to the facilitation of the reviews within the province. Coordinate the Evaluation of the implementation of the PIP at the end of five years cycle. Coordinate sessions with relevant stakeholders, structures for popularisation of the findings of the evaluation conducted. Coordinate the implementation of the recommendations of the evaluation conducted.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. SM Mokgothu Tel No: (018) 388 5096
	:	E-Mail: ooprecruitment4@nwpg.gov.za
<u>POST 01/153</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT COORDINATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/25 (X2 POSTS)</u> Purpose: To coordinate HIV and AIDS Strategy and facilitate multi sectoral partnerships in the district
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09)
	:	Mmabatho
	:	Three-year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.
<u>DUTIES</u>	:	Coordinate HIV and AIDS Strategy in districts; Engage with municipalities on HIV, AIDS and TB Strategy, Facilitate the process of implementation of the Provincial Strategic Plan at district level, Coordinate a comprehensive multi-sectoral response to the challenges of HIV and AIDS, Mobilize communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS, Collate data indicators as per the National Strategic Plan, Collate district HIV and AIDS related response reports and Maintain data base of programmes and sectors in the Province. Facilitate multi sectoral partnerships in the district; Engage with Municipalities and form Multi-sectoral Broker strategic partnership with relevant stakeholders in the district, Promote increased participation of all sectors in the district in the planning, implementation and evaluation of AIDS activities and Facilitate District partnership forums
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. SM Mokgothu Tel No: (018) 388 5096
	:	E-Mail: ooprecruitment5@nwpg.gov.za
<u>POST 01/154</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY MOBILIZATION AND PARTNERSHIP: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/26</u> Purpose: To mobilise communities and strengthen partnership for the implementation of Provincial strategic plan (PSP).
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09)
	:	Mmabatho

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.
<u>DUTIES</u>	:	Mobilise communities and coordinate multi-sectoral response; Coordinate civil society meetings on the implementation of PSP, Identify relevant structures with communities to support the implementation of PSP, Ensure participation of government departments and municipalities in mainstreaming HIV, STI's and TB, Form partnership with (South African Local Government Association (SALGA) for multi-sectoral response and Identify campaigns in line with the AIDS council calendar events. Strengthen public-private partnership on programmes related to HIV, STI and TB; Identify partners within business sector and private sector for the implementation of PSP, Facilitate the signing of Memorandums of Understanding (MOU's) with identified partners to support the province on the implementation of PSP, consult with businesses and private sectors on matter related to HIV, STI and TB. Provide secretariat services to Provincial AIDS Council; Prepare and package documentation for the Provincial Aids Council meetings, ensure invitations are circulated to PAC members as per agreement/ schedule follow up on the attendance list, prepare confirmation and apology for the PAC chairperson and facilitate the signing of minutes by the Chairperson of PAC Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. SM Mokgothu Tel No: (018) 388 5096
	:	E-Mail: ooprecruitment6@nwpg.gov.za
<u>POST 01/155</u>	:	<u>DISTRICT COORDINATOR: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/27 (X2 POSTS)</u> Purpose: To Coordinate and Monitor the Implementation of the District Multi-Sectoral Implementation Plan (PIP) on HIV, TB and STIs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07)
	:	Ngaka Modiri Molema and Bojanala
	:	Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2-3 years' experience applicable in the relevant field. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.
<u>DUTIES</u>	:	Mobilise and coordinate stakeholders for multi-sectoral response to HIV, TB and STIs; 1.1Strengthen public-private partnership For Implementation of the Multi-Sectoral District Implementation Plan on HIV, TB and STIs; Provide secretariat services to the District AIDS Council; Monitor Implementation of the multi-sectoral District Plan and interventions on HIV, TB and STIs; Support and monitor the Civil Society Participation in the Multi-sectoral response to HIV, TB and STIs; Coordinate the Implementation of the Multi Sectoral District Implementation Plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. SM Mokgothu Tel No: (018) 388 5096
	:	E-Mail: ooprecruitment7@nwpg.gov.za
<u>POST 01/156</u>	:	<u>ADMINISTRATIVE CLERK: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2025/28 (X3 POSTS)</u> Job Purpose: To render administrative and clerical support services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05)
	:	Mmabatho
	:	1-2 years National Higher Certificate in a relevant discipline at NQF level five and / equivalent qualification (NQF level and credits.) 0-2 years' experience applicable to the relevant discipline. Knowledge, Skills & Competencies: Broad knowledge of HIV Strategies, legislation & policy frameworks. Knowledge and understanding of Government policies. Knowledge of computer. Good

- grooming and presentation. Self - management and motivation. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills. Good people skills and Basic written communication skills.
- DUTIES** : Provide general clerical support services. Provides supply chain clerical support services within the component. Provide personnel administration support clerical support services within the Component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms. SM Mokgothu Tel No: (018) 388 5096
- APPLICATIONS** : E-Mail: ooprecruitment8@nwpg.gov.za

**INTERNSHIP PROGRAMME (GRADUATE INTERNS) FOR 2025/2027
(24 MONTHS CONTRACT)**

- APPLICATIONS** : Applications must be submitted online, E-Mail: ooprecruitment1@nwpg.gov.za or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, NB: Indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- CLOSING DATE** : 24 January 2025 at 10h00
- NOTE** : Applications will only be considered from unemployed South African citizens; aged between 18 and 35 years. Candidates who have already participated or currently participating in an internship programme in any government department will not be considered. All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks and qualifications (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office three months from the date of the advertisement, consider your application unsuccessful. The office has the right to not fill the position.

OTHER POSTS

- POST 01/157** : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/01 (X1 POST)**
Director General Support
- STIPEND** : R7 450.75 – R10 978.71 per month (Depending on qualification)
- CENTRE** : Mafikeng
- REQUIREMENTS** : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.
- ENQUIRIES** : Ms Kesenigile Gopane Tel No: (018) 388 3378

POST 01/158 : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/02 (X1 POST)**
CFO - Office

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/159 : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/03 (X1 POST)**
Branch – Institutional Development Support

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/160 : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/04 (X1 POST)**
Branch: Planning Performance Monitoring Evaluation & Intervention

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/161 : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/05 (X1 POST)**
Chief Directorate: Corporate Management

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/162 : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/06 (X1 POST)**
Directorate: Public Participation

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/163 : **STRATEGY AND PLANNING INTERNSHIP REF NO: NWP/OOP/2025/07 (X1 POST)**
Chief Directorate: Provincial Policy and Planning

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Administration / Post Graduate Diploma in Planning, Monitoring and Evaluation.

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/164 : **POLICY INTERNSHIP REF NO: NWP/OOP/2025/08 (X1 POST)**
Chief Directorate: Provincial Policy and Planning

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Administration

ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/165 : **LABOUR RELATIONS INTERNSHIP REF NO: NWP/OOP/2025/09 (X2 POSTS)**
Directorate: Human Resources Management

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma: Labour Relations
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/166 : **ORGANISATIONAL DEVELOPMENT INTERNSHIP REF NO: NWP/OOP/2025/10**
Directorate: Human Resources Management

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma: Management Services / Public Management / Bachelor of Arts in Human Resources Management
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/167 : **EMPLOYEE HEALTH & WELLNESS INTERNSHIP REF NO: NWP/OOP/2025/11 (X2 POSTS)**
Directorate: Human Resources Management

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : bachelor's degree in psychology / social work
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/168 : **HUMAN RESOURCES MANAGEMENT INTERNSHIP REF NO: NWP/OOP/2025/12 (X4 POSTS)**

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
Directorates: Human Resources Administration (X1 Post)
Human Resources Development and Performance Management and Development Systems (X1 Post)
Human Resources Practices and Administration (X1 Post)
Ikatisong School of Governance (X1 Post)
REQUIREMENTS : National Diploma in Human Resources Management / Development/ National Diploma in Industrial and Organisational Psychology
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/169 : **STRATEGIC PLANNING AND TRANSFORMATION INTERNSHIP REF NO: NWP/OOP/2025/13 (X1 POST)**
Directorate: Strategic Planning and Transformation

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Commerce / Economics / Public Administration
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/170 : **ANTI-CORRUPTION & ETHICS / INVESTIGATION INTERNSHIP REF NO: NWP/OOP/2025/14 (X1 POST)**
Directorate: Provincial Anti-Corruption, Ethics and Investigation

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Laws (LLB) / Bachelor of Arts Risk Management / Bachelor of Commerce
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/171 : **MEDIA RELATIONS / CORPORATE COMMUNICATION INTERNSHIP REF NO: NWP/OOP/2025/15 (X1 POST)**
Chief Directorate: Communication

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Arts / National Diploma in Communication / Journalism
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/172 : **MANAGEMENT ACCOUNTING / FINANCIAL ACCOUNTING & ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2025/16 (X1 POST)**
Directorate: Financial Accounting and Administration

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Commerce Accounting / National Diploma Financial Management
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/173 : **RISK MANAGEMENT / COMPLIANCE INTERNSHIP REF NO NWP/OOP/2025/17 (X1 POST)**
Directorate: Risk Management

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Arts Risk Management / National Diploma Risk Management / Auditing
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/174 : **ADMINISTRATION AND SECURITY INTERNSHIP REF NO: NWP/OOP/2025/18**
Directorate: Security Management Services

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma Security Management / Policing
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/175 : **INTERNATIONAL RELATIONS AND PROTOCOL INTERNSHIP REF NO: NWP/OOP/2025/19**
Directorate: Stakeholder Management Cooperative Governance and Protocol

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Arts International Relations
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/176 : **END USER SUPPORT / INFRASTRUCTURE / CUSTOMER RELATIONS / EGOVERNANCE (BUSINESS & SYSTEMS ANALYSIS) ICT NETWORK & SYSTEMS INTERNSHIP REF NO: NWP/OOP/2025/20 (X3 POSTS)**
Chief Directorate: Government Information Technology Office

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : CompTia Network+/Bachelor of Science Information Systems/Computer Science/ National Diploma Information Technology / BTech Information Technology.
ENQUIRIES : Ms Kesenogile Gopane Tel No: (018) 388 3378

POST 01/177 : **GEOGRAPHIC INFORMATION SYSTEM / MONITORING & EVALUATION, REPORT WRITING AND DATA ANALYSIS / RESEARCH AND EVALUATION INTERNSHIP REF NO: NWP/OOP/2025/21 (X1 POST)**
Directorate: Performance Monitoring and Evaluation

STIPEND : R7 450.75 – R10 978.71 per month (Depending on qualification)
CENTRE : Mafikeng

REQUIREMENTS

Bachelor of Science Geoinformatics / Geographical Information System / Remote Sensing / Bachelor of Arts Public Administration/ National Diploma Public Administration.

ENQUIRIES

: Ms Kesenogile Gopane Tel No: (018) 388 3378

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 31 January 2025
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 01/178** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION SYSTEMS AND ADMINISTRATION REF NO: 181**
Directorate: Recruitment and Selection
- SALARY** : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Cape Town
- REQUIREMENTS** : 3-year post school qualification (HR, Public Administration/ Management/ Industrial Psychology). 3 years Junior management experience in people management (preferably in a recruitment and selection environment) and valid driver's license. Job Summary: To manage the development, establishment and maintenance of the organisation structure and staff establishments, Personnel and Salary system (PERSAL) control, Recruitment and Selection systems, structured recruitment and selection training, Helpdesk support services, as well as rendering Recruitment and Selection administration services. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management Accounting Finance and Audit, Legal Administration Other Managerial skills, Leadership skills, Interpersonal skills, Analytical skills Problem solving, Decision Making, Facilitation and Presentation skills Conflict resolution, Organising, Good written and oral communication skills.
- DUTIES** : Plan, organise, control and monitor the development, establishment and maintenance of the approved organisation structure and staff establishment (including establishment statistics). Plan, organise, control and monitor the PERSAL control and E-recruitment system support service. Plan, organise, control and monitor the recruitment and selection administration service. Plan, organize, control and monitor the E-Recruitment system; Plan, organize, control and monitor the recruitment and selection training programmes; People Management: Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives Manage sound labour relations through, motivated, competent, appreciated

and performance orientated staff Financial Management: Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/179 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION SYSTEMS AND ADMINISTRATION REF NO:182**
Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources (preferably in a recruitment and selection environment) and a valid driver's license .Job summary: to operationalise and coordinate the Recruitment and Selection system, system support and a recruitment training service (including e-recruit technical support helpdesk), and recruitment and selection administration support service. Knowledge: Knowledge of recruitment process. knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation: Minimum Requirements for Teacher Education Qualification. Skills: Numerical, Language Proficiency skills. Computer Literate. Project Management; Leadership skills. Interpersonal skills. Analytical skills. Problem solving, |Decision Making. Facilitation and Presentation skills. Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualize and interpret policy, PERSAL.

DUTIES : E-Recruitment System: Establish, continuously improve and maintain the E-Recruitment system. Control and maintain e-Recruit system notices and messages and bring important issues to the attention of management. Monitors the effective use of the e-Recruit system. Promotes interaction amongst the e-Recruit system, user support and the department. Responsible for the composition and maintenance of departmental manuals and procedures (training). Advisor for the e-Recruit system in the Department. Implement control and audit measures. Analyse gathered data and present analysis. Recruitment and Selection Administration: Provide a recruitment and selection training service; Establish, continuously improve and maintain the recruitment and selection administration service. Monitor and quality assure the implementation of the: determination of salaries; recognition of experience; evaluation of South African qualifications; evaluation of foreign qualifications; all educator contract appointments; verification of foreigner work permits; and contract appointment of foreign educators and retired educators. Provide management reports when required. Implement and maintain E-recruit help desk function. Provide advice to clients & E-Recruitment users with regards to enquiries. Control a database on types of enquiries dealt with. Analyse and present trend analysis of enquiries. Provide technical support and RS training service. People management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/180 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: 175**
Directorate: Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources and a valid driver's license. Job Summary: To develop, establish and maintain an establishment administration and control function. Knowledge: Knowledge of recruitment and selection

processes. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Knowledge of the PERSAL system. Knowledge of Staff Establishments. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Data Management and reporting; Numeracy, Literacy, Language skills, Computer Literacy, Project Management Other Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualise and interpret policy, Sound PERSAL system knowledge.

DUTIES : Operationalise and coordinate an establishment administration and control function. Manage the approved establishment of the department. Ensure the creation and abolishment of posts on the approved establishment. Control and monitor use of functions pertaining to establishment control. Develop, analyse and maintain establishment statistics. Manage the reconciliation of organisational structures with Personnel and Salary (PERSAL) system. Check and verify establishment related information. Implement establishment related policies and procedures. Manage the development and implementation of policies and procedures related to establishment administration. Advise and guide management and staff on the interpretation of policies and prescripts. Provide accurate and up-to-date information and reports to relevant stakeholders on establishment matters. Ensure the coordination and compilation of information for top management. Ensure the development and maintenance of establishment databases for the department. Manage the provision of people administrative information (including statutory reporting). Manage responses and provide reports to Auditor General (AG) requests for establishment information. People management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Advise on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms ML Mocke Tel No: (021) (021) 467 9278

POST 01/181 : **ASSISTANT DIRECTOR: INSTITUTION-BASED PUBLIC SERVANTS REF NO: 191**
Directorate: Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources (preferably in recruitment and selection) and a valid driver's license. Job summary: to operationalise and facilitate the recruitment and selection process of office and institution-based educators and public servant appointments and to manage the administration thereof. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management Other Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualise and interpret policy, PERSAL.

DUTIES : Implement the RS processes of institution-based educators and institution based public servants. Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement the RS processes of office-based educators and office-based public servants.

Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement capacity building and RS advisory services. Manage and facilitate capacity building information sessions to all directorates and district offices. Ensure the maintenance and update of Recruitment & Selection procedures and manuals. Provide general Recruitment and Selection advisory service. Provide RS information with regards to grievance and dispute processes.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/182 : **ASSISTANT DIRECTOR: OFFICE-BASED EDUCATORS AND PUBLIC SERVANTS REF NO: 184**

Directorate: Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources (preferably in recruitment and selection) and a valid driver's license. Job summary: to operationalise and facilitate the recruitment and selection process of office and institution-based educators and public servant appointments and to manage the administration thereof. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management Other Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualise and interpret policy, PERSAL.

DUTIES : Implement the RS processes of institution-based educators and institution based public servants. Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement the RS processes of office-based educators and office-based public servants. Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement capacity building and RS advisory services. Manage and facilitate capacity building information sessions to all directorates and district offices. Ensure the maintenance and update of Recruitment & Selection procedures and manuals. Provide general Recruitment and Selection advisory service. Provide RS information with regards to grievance and dispute processes.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/183 : **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 176**

Directorate: Directorate: Strategic People Management

SALARY : R444 036 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3

years relevant experience in a human resources or people management environment. A Valid Code B/EB Drivers Licence. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint).

DUTIES : Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services. Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems.

ENQUIRIES : Ms T Florence Tel No: (021) 467 2169

POST 01/184 : **ASSISTANT DIRECTOR: EXAMINATION REGISTRATION REF NO: 186**
Directorate: Examinations and Printing Administration

SALARY : R444 036 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : An appropriate B degree or equivalent, with a minimum of 3 years relevant supervisory experience in an education environment; Computer literacy (MS Excel and Office, PowerPoint, TEAMS); Valid Code EB driver's license. Additional Requirements: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and processes. Knowledge: Advance knowledge of Human Resource management. Knowledge of client care and information management. Working knowledge of examination databases. Knowledge of directives, policies and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Internal and external marketing and communication processes. Information in the WCED domain Electronic information content. Skills: Computer literacy (Ms Word, MS Excel, PowerPoint, TEAMS). Strong leadership skills. Team building and strong inter-personal skills. Excellent writing skills. Excellent report writing skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Ability to analyse, conceptualise and implement policy. Ability to manipulate data and databases. Monitoring, evaluation and reporting

DUTIES : Registration of applicants. Ensure the implementation of all registration processes as per national policy. Manage the registration process of applicants for NSC, SC in line with national admission criteria. Manage the registration processes of examination centres. Ensure accurate registration of applicants and subject details. Ensure the correct placement of registered candidates at examination centres. Ensure the development and updating of all registration platforms i.e. manual or electronic in line with national policy. Monitor and verify the correct and effective registration processes are implemented at education districts across the province. Ensure the implementation of the relevant policy regarding immigrants and applicants with Special Educational Need assessment requirements. Manage the timeous and effective preparation and distribution of registration information, Admission letters and other relevant documentation to schools. Ensure that all relevant examination registration data is correct, and the data is managed effectively. Registration of exam centres and designated examination centres. Ensure that all schools/accredited institutions are registered as examination centres according to the national policy. Monitor the Umalusi accreditation process of all registered Independent schools offering the NSC qualification. Ensure that all independent examination centres complete annual contracts. Determine the need for the establishment of designated centres and accurately place registered candidates at these designated centres in collaboration with Education Districts. Ensure that designated centres are registered on the examination information system. Ensure that all role players e.g. districts, schools and other relevant sections are informed about the number and subject information per examination Centre. Manage the audit of examination centres. Provide training and support to designated centres in the conduct of the

examinations. Appointment of Student Examination Assistants (EAs): Preparation and distribution of the advertisement for Examination Assistants. Manage the recruitment, selection and appointment of EAs for two national examinations per annum. Manage all administrative tasks for the recruitment and selection process. Oversee the claims process and timeous payment of all appointed EAs. Appointment of invigilators for the NSC and SC examination: Manage all administrative tasks for the recruitment and selection. Receive and capture nominations for appointments from districts including disclosure contracts. Appointment of Invigilators on the computerized database. Provide data for the training of invigilators. Oversee the claims process and timeous payment of all appointed invigilators. Human Resource Management: Motivate, train and guide staff within the examination registration section, to achieve and maintain excellence in service delivery. Ensure that staff are informed and trained on national policy. Ensure that all staff perform their assigned tasks efficiently. Actively manage the performance and evaluation of staff. Actively manage and promote the maintenance of discipline. Ensure that staff meet non-negotiable deadlines. Effectively manage staff attendance. Planning and Reporting: Provide qualitative annual plan to line manager. Compile individual project management plans. Provide qualitative and quantitative inputs on examination registration processes for reporting to senior management. Compile and submit weekly reports to line manager. Compile PowerPoint presentation inputs when required by senior management.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2945

POST 01/185 : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 174**
District Office: Education District Office Metro Central

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Maitland
: A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Knowledge: Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE, Accounting Officers System treasury instructions. delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills.

DUTIES : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Sourcelink. Stock take. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700

POST 01/186 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 173 (X2 POSTS)**
Directorate: Service Benefits

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Cape Town
: National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and

		PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.
<u>DUTIES</u>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 01/187</u>	:	<u>ASSISTANT DIRECTOR: ASSURANCE REF NO: 171</u> Directorate: Internal Control
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing. Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B/EB driver's license with the ability to drive long distances. Knowledge: Competencies (knowledge/skills): Knowledge of Policy Development. Knowledge of Budgeting processes. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting, internal control/supply chain management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Knowledge of Human Resource Management. The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational and people management skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, ability to handle conflict management; the ability to lead and direct teams, project management; research; problem solving and analytical thinking.
<u>DUTIES</u>	:	Render an Assurance Service: Monitoring of compliance with regulatory framework: Conduct regular reviews at Departmental components in accordance with a pre-determined program to detect matters of noncompliance. Submit reports on the review finding to relevant managers, including the root causes for non-compliance. Monitor whether identified noncompliance is being addressed by the relevant components. Provide assistance with the development of corrective action plans for the relevant component, where necessary. Monitor implementation of corrective action plans. Co-ordinate financial/non-financial responses for the department in respect on external audits. Maintain financial information and knowledge management. Perform a post compliance function, particularly on financial documentation. Co-ordinate financial/non-financial responses for the department in respect on internal/ external audits including complete follow-ups, liaise with management on audit matters. Maintain financial information and knowledge management by maintaining and updating a shared drive (on the network) of all issued departmental/financial instructions and standard operating procedures. Ensure proper governance: Develop policies, procedures and processes pertaining to internal control. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends, perform managerial and supervisory tasks: The management of staff, including training and development, leave management, performance and attendance management.
<u>ENQUIRIES</u>	:	Ms W Salie Tel No: (021) 467 2680

<u>POST 01/188</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 170</u> Directorate: Internal Control
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing / Supply Chain Management). Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B/EB driver's license with the ability to drive long distances. Knowledge: Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting, internal control/supply chain management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Skills: The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, research; problem solving and analytical thinking.
<u>DUTIES</u>	:	Perform post audits on the departmental payment vouchers (Post-Audit Tool). Engage with SCM Champions and other relevant stakeholders to discuss findings. Report all findings to relevant managers, including the root causes for non-compliance of these findings. Assist with the development of corrective action plans for the relevant directorate or component. Monitor implementation of corrective action plans of various stakeholders. Complete and submit post audit finding register to supervisor within strict deadlines. Perform inspections at schools, districts/directorates where necessary. Submit compliance/inspection reports to supervisor. Co-ordinate financial/non-financial responses for the department in respect on external audits, including follow-ups on corrective action plans with management on audit matters. Ensure the safekeeping of payment batches and all other important documents. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends. Analyse trends to identify possible interventions/corrective measures. Facilitate the responses on the latest audit/risk management outcomes.
<u>ENQUIRIES</u>	:	Ms W Salie Tel No: (021) 467 2680
<u>POST 01/189</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 177</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A degree (NQF 7) or higher in Accounting; A minimum of three years' experience in an Accounting and/or auditing environment; A valid (Code B or higher) driver's licence. Knowledge of the financial policies and regulations i.e. Public Financial Management Act (PFMA); the National Treasury Instruction (NTI) and Provincial Treasury Regulation (PTR). Knowledge of financial processes and financial systems (BAS & LOGIS). Good understanding of cashflow and budgets. Knowledge and understanding of financial statements. An understanding of the Standard Chart of Accounts (SCOA). Ability to analyse and interpret data. Knowledge of modern systems of governance and administration. Good computer skills in Excel Good analytical, problem solving and decision-making skills Ability to work under pressure and independently in a fast-paced environment Good accounting, analytical and communication skills (verbal and written). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Planning and organising skills. Conceptual and formulation skills.
<u>DUTIES</u>	:	Responsible for checking and capturing transactions on Financial Systems Verify and capture payments on payment system/s. Prepare and/or compile payments in preparation for processing of transactions on financial systems Report on expenditure vs budget to supervisor and or other stakeholders. Ensure completeness and timeous approval of invoices on payment systems in line with policies and procedures. Creation, use and maintenance of

databases. Preparing/authorising corrective journals. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly, quarterly, and annual financial reporting. Assist with updating a Financial Commitment Register. Manage enquiries and payment detail from contractors, professional service providers, implementing agents, and management. Providing inputs to Interim Financial Statements/Annual Financial Statements. Ensure compliance in terms of reporting due dates and monitor report schedule including reminding managers/ responsible persons to submit timeously. Manage auditor request and assist in collating responses for the auditor. Ensure effective implementation and monitoring of financial policies and guidelines. Co-ordination and preparation of submissions/presentations to management. General supervision of employees including managing performance, conduct and discipline. Assist with all general and financial administrative tasks.

ENQUIRIES : Ms C Adendorff Tel No: (021) 467 2506

POST 01/190 : **HUMAN RESOURCE PRACTITIONER REF NO: 188 (X2 POSTS)**
Directorate: Directorate: Recruitment and Selection

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 3 years relevant experience in Human Resources management. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy Literacy. Language skills. Computer Literacy Other Interpersonal skills. Analytical skills. Problem solving. Decision Making Facilitation and Presentation skills. Conflict resolution. Organising, Good written and oral communication skills. Ability to analyse, conceptualize and interpret policy. PERSAL.

DUTIES : Execute and provide advice on the recruitment processes (inclusive of E-Recruitment procedures). Execute and provide advice on the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Draft submissions and appointment letters in respect of nominated candidates. Perform a capacity building and recruitment and selection advisory services. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/191 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION SYSTEMS AND ADMINISTRATION REF NO: 183**
Directorate: Directorate: Recruitment and Selection

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 3 years relevant experience in Human Resources management. Job Summary: To facilitate and render a recruitment and selection (RS) systems support, training and administration service. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy Literacy. Language skills. Computer Literacy Other Interpersonal skills. Analytical skills. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Good written and oral communication skills. Ability to analyse, conceptualise and interpret policy.

<u>DUTIES</u>	:	Provide an E-Recruitment systems support service. Provide assistance, guidance, and administer E-recruit system notices and messages and bring important issues to the attention of management. Monitor the effective use of the E-recruit system. Executes interaction amongst the E-recruit system, user support and the department. Give advice on the administration of the use of e-recruit system in the Department. Support and administer the control and audit measures. Conducts data gathering for analysis purposes. Execute and maintain the E-recruit Help desk function. Support clients and E-Recruitment users with enquiries. Maintain database of types of enquiries dealt with. Conduct training and technical support. Conduct trend analysis of enquiries. Provide a recruitment and selection related administration and training service. Administer the following: the determination of salaries; the recognition of experience; the evaluation of South African qualifications; the evaluation of foreign qualifications; all educator contract appointments; the verification of foreigner work permits; the contract appointment of foreign educators and retired educators; and the transfers applications of both Public Sector and Educators. Develop, maintain and implement departmental manuals and procedures (including training). Facilitate and provide guidance to clients on RS related training interventions. Identify and analyse RS training needs. Design develop and training materials/manuals and procedures. Review training provided by external service providers (PTI, CEI, etc.). Review and update all training materials/manuals and procedures on an ongoing basis. Ensure logistical arrangements in respect of training. Ensure training material is prepared timeously. Check, verify and provide administrative support in terms of training initiatives, submissions, documentation, etc. Administer and maintain training databases. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations: Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.
<u>ENQUIRIES</u>	:	Ms ML Mocke Tel No: (021) 467 9278
<u>POST 01/192</u>	:	<u>HUMAN RESOURCE PRACTITIONER: WORK SKILLS PLAN (WSP) REF NO: 166</u> Directorate: Directorate: Strategic People Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Cape Town A recognised 3-year academic qualification (NQF level 7) in Human Resource Management/Development, Industrial Psychology, or Public Administration/Management with a minimum of 3 years' experience and exposure in a human resource development field. Valid driver's licence (Code B/EB). Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Constitution of the RSA; Public Service Act and Public Service Regulations; Skills Development and Skills Development Levies Act; SAQA Act; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act and Public Finance Management Act. Skills: Managerial; communication (verbal and written) report, letter and submission writing; data analytics and research; training co-ordination; problem-solving and conflict management; work planning and organising; project management; presentation; finance and procurement ability; excellent use of the MS Office package i.e. MS Excel, Word, PowerPoint, Outlook and Microsoft Teams.
<u>DUTIES</u>	:	Collate and compile the departmental Work Skills Plan (WSP), Annual Training Report, and Quarterly Monitoring Reports including all other provincial and national Human Resource Development (HRD) plans and reports. Gather and analyze training needs to assist with the department's annual WSP. Conduct relevant research on intervention topics for the various management categories within the department and provide recommendations to management for training needs identification. Co-ordinate, collect, and analyse the districts and other training programme reports/plans and make recommendations. Assist in facilitating the implementation of relevant HRD strategies of the department/directorate, particularly the Management and Leadership Development strategy, and includes reporting. Assist and facilitate the departmental skills audit. Liaise with relevant stakeholders on training and development interventions for the department. Co-ordinate and facilitate the procurement of training interventions for rollout via supply chain management and adhere to the PFMA, National Treasury Instructions/ regulations, and

departmental prescripts. Regularly coordinate training interventions of the directorate's programmes i.e. Management and Leadership Development, etc., and assist with the management of allocated budgets. Assist with the financial management and monitoring of the department's 1% skills (WSP) budget and internal programme budget reporting, inclusive of districts and programme budgets. Report, monitor and evaluate on all training interventions implemented and make recommendations where needed. Render an administrative, advisory, and secretariat function for the Skills Development Committees within the Department. Willingness to travel to the various rural and metro district offices relating to WSP matters. Establish and/or maintain relevant training databases and systems, and management of all internal and external stakeholder enquiries. Supervise staff and manage their performance and development accordingly.

ENQUIRIES : Ms Patience Funani Tel No: (021) 467 2243

POST 01/193 : **HUMAN RESOURCE PRACTITIONER: WORKFORCE PLANNING REF NO: 189**
Directorate: Strategic People Management

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Cape Town
: At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3 years' relevant experience in a people management environment. A valid Code B/EB drivers' license. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Knowledge of post provisioning and workforce planning related processes and systems; Public Service Act, Public Service Regulations, Employment Equity Act, project administration and management, labour relations framework, knowledge of the Employment of Educators Act, South African Schools Act and post structures in the education sector will be an advantage. Skills: Data analytics, analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced use of the Microsoft Office suite (Excel, Word and PowerPoint)

DUTIES : Administer the basket of posts, data analyses and reporting. Coordinate and report on the Human Resource plans, Human Resource planning intervention and implementation reports. Coordinate and maintain norms and standards. Administer requests for Organisation Development (OD) investigations and Job Evaluation (JE). Additional Duties: The candidate will be responsible for post provisioning, coordination of workforce planning service including data analytics and reporting.

ENQUIRIES : Ms F Njingana Tel No: (021) 467 2288

POST 01/194 : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE AND ETHICS ADMINISTRATION REF NO: 164 (X2 POSTS)**
Directorate: Strategic People Management

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Cape Town
: At least a recognized 3-year qualification which can be in Human Resource Management, Public Management or Industrial Psychology, with at least 3-year experience in human resources or performance management; Language proficiency in at least two of the three official languages of the Western Cape. A Valid Code B/EB drivers Licence. Knowledge: Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. Skills: Analytical thinking; Organising and planning; Report writing; Good written and verbal communication; Decision making; Facilitation and presentation skills; Ability to interpret prescripts; Conflict management; Knowledge of and experience in database management; Aspects of project management; Ability to use the IT software package (Excel intermediate to Advance); Electronic email; Internet and Intranet.

DUTIES : Administer the individual reward systems processes (inclusive of OSDs) repay progression, grade progression and performance bonuses. Provide support to

line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Participate in and administer the performance assessment processes. Provide administrative support throughout the probation processes. Administer compliance with Ethics frameworks, including RWOPS and e-Disclosures. Additional Duties: The candidate will be responsible to provide guidance on the administration of performance compliance processes applicable, guide managers and officials in the performance management process and provide guidance to an online performance recording system. Administer performance moderation processes. Guide relevant officials to complete financial disclosures. Guide on and process applications for Remunerative Work Outside the Public Service (RWOPS). Administer the pay and grade progression processes applicable. Provide relevant training where applicable.

ENQUIRIES : Mr M Jackson Tel No: (021) 467 2469

POST 01/195 : **LANGUAGE PRACTITIONER: ISIXHOSA LANGUAGE PRACTITIONER REF NO: 178**

Directorate: Directorate: Communication

SALARY : R376 413 per annum (Level 08)

CENTRE : Cape Town

REQUIREMENTS : A recognised three-year qualification in communication and translation studies, linguistics or related studies which must include Xhosa at 3rd year tertiary level. At least 3 years' experience in editing and translation of documents. Additional Requirements: Knowledge of translation memory software; Ability to translate from Xhosa to English. Knowledge: Knowledge of communication policy and strategies; excellent verbal and written communication skills in Xhosa and a high level of competence in English; ability to communicate on a personal level; Service orientated Skills: Computer skills in Microsoft Word and use of email; The ability to work under pressure; The ability to work both independently and as part of a team; honesty and a high sense of responsibility.

DUTIES : Translate official circulars, minutes, notices, correspondence and media releases from English to Xhosa. Edit Xhosa documents and correspondence. Provide a language advisory service to departmental employees. Develop and record terminology. Compile and maintain databases relating to language matters. Participate in the Language/Terminology Development Forum to develop proposed standardised terms.

ENQUIRIES : Ms M Merton Tel No: (021) 467 2707

POST 01/196 : **SCHOOL ENRICHMENT OFFICER REF NO: 194**

District Office: Education District Office Metro East

SALARY : R376 413 per annum (Level 08)

CENTRE : Cape Town

REQUIREMENTS : 3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). A Valid Code B or higher drivers Licence. Knowledge: Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Skills: Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.

DUTIES : Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006

POST 01/197 : **ADMINISTRATION OFFICER: DISTRIBUTION & SCRIPT CONTROL REF NO: 187 (X4 POSTS)**
 Directorate: Examinations and Printing Administration

SALARY : R308 154 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience in an administrative, school or logistics environment OR a matric qualification with at least 5 years relevant experience in an administrative, school or logistics environment; and proven computer literacy. Valid Driver's license. Additional Requirements: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and processes. Job Summary: Render an efficient and effective process in respect of the packing and distribution of question papers and examination stationery, the collection and processing of answer scripts for marking and the control of scripts during and after the marking process. Knowledge: Working knowledge of exam related computerized system. Knowledge of directives, norms and standards, policies and regulations pertaining to the dispatching of national question papers and the management of answer books. Knowledge of the logistics of packing, distribution and archiving. Knowledge of exam directives and strong room policy. Knowledge of client care and information management. Internal and external marketing and communication processes. Functions, programmes and projects of the WCED. Information in the WCED domain. Electronic information content. Skills: Ability to analyse and problem solve. Ability to build sustainable relationships and trust with clients. Follow communication procedures, guidelines and policies. Excellent communication and writing skills. Conflict resolution and interpersonal skills. Good verbal and non-verbal communication skills, Computer literacy skills (MS Word, MS Excel).

DUTIES : Administer and coordinate the packing and distribution of question papers, examination stationery and marksheets. Administer and coordinate the collection, processing and packing of answer scripts, unused answer books during the examination writing and marking processes. Administer all processes for the procurement and stock control of consumables, stationery and equipment required for the packing and distribution of exam materials. Administer the stocktaking of the stationery and equipment needed for the packing of question papers and answer scripts. Preparing the documents for the procurement of various bulk stationery and equipment. Prepare memoranda and submissions for the approval of funds for the procurement of requisite equipment and bulk stationery. Administer and record regular stock counts for quarterly reporting. Administration and Reporting. Draft Examination correspondence with regards to the distribution and safekeeping of the question papers, answer books and stationery. Compile detailed management plan for the packing and distribution process, for the training of principals and invigilators and the logistical arrangements for the marking of scripts. Report on question paper irregularity. Deal with enquiries pertaining to question papers and exam stationery. Liaise with external role players/ service providers. Compile weekly progress reports. Supervision of administrative staff and examination assistants. Oversee the supervision, guidance and discipline of staff. Compile motivation for the recruitment and selection of adhoc support staff. Attend to grievances and misconduct cases of staff (disciplinary steps). Oversee the attendance, leave management and assignment of staff and Examination Assistants.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2945

POST 01/198 : **ADMINISTRATION OFFICER: EXAMINATION REGISTRATION REF NO: 190 (X3 POSTS)**
 Directorate: Examinations and Printing Administration

SALARY : R308 154 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience in an examinations or education environment OR a matric qualification with at least 5 years relevant experience in an examinations or education environment; valid EB driver's license. Additional Requirements: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and

processes. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Internal and external marketing and communication processes. Functions, programmes and projects of the WCED. Electronic information content. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organized way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

: Registration of candidates for the NSC and SC Examinations. Execute the registration application process for candidates. Verification of candidates captured information. Verification of online SC applications. Verification of candidate subject and personal registration information. Supervise the dispatch of schedule of entries, examination labels and admission letters. Ensure adherence to the Policy and Regulations for the Conduct, Administration and Management of the NSC examination. Administer the process for the approval of concessions for immigrant status, and special educational needs and the alternative arrangements and assessments required. Registration of examination centres and designated centres. Administer and coordinate process of verifying the registration and accreditation of all schools and accredited institutions in line with National Policy. Administer and coordinate the identification, establishment and audit of designated examination centres. Oversee the completion of the audit of examination centres by schools identified as exam centres. Appointment of Invigilators for the NSC and SC Examinations Execute all administrative tasks for the recruitment and selection of Invigilators. Receive and capture nominations for appointment of community invigilators from districts including disclosure contracts. Execute the appointment of Invigilators on the computerized database. Collate the invigilator data for the training of invigilators. Execute the claims process and timeous payment of all appointed invigilators. Appointment of student Examination Assistants (EAs) for Marking Centres. Execute all administrative tasks for the recruitment and selection of Examination Assistants (EAs). Receive and capture application forms and verify the supporting documents for the appointment of the EAs. Execute the appointment of the EAs on the computerised database. Collate the EA appointment data for their allocation to tasks at the marking Centre. Prepare the registers and identification cards for the EAs for the marking centres. Execute the claims process and timeous payment of all appointed EAs. 5. Supervision of Staff. Oversee the supervision, guidance and discipline of staff. Attend to grievances and misconduct cases involving junior staff. Oversee the attendance and leave management of staff and Interns. Assist in the planning of projects and training of personnel in the component 6. Administration and Reporting. Compile detailed management plans for various projects managed by the examination registration component. Draft correspondence with regards to examination registration processes for clients and role-players. Draft submissions for senior managers approval. Deal with exam related result queries. Report weekly on progress towards specific project milestones. Provide stats and inputs to the line managers on applications received and processed.

ENQUIRIES

: Ms L Bredenkamp Tel No: (021) 467 2945

POST 01/199

: **ADMIN OFFICER: ADMIN SUPPORT OFFICER REF NO: 169**
Directorate: Early Child Development

SALARY
CENTRE

: R308 154 per annum (Level 07)
: Cape Town

REQUIREMENTS

: Certificate/Diploma/NQF level 5 (1-2 years post-school qualification and 3-5 years relevant experience. Competency in at least two official languages dominant in the Western Cape Province. A valid code 08 Drivers licence. Job Summary: To administer the office of the Early Childhood Development and provide support to the unit. Knowledge: Knowledge of provincial and national strategies to address Sector Development Micro Economic Development Strategy Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant

legislation/ policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings Run and maintain a record management system Communicate effectively (written and verbally) Procure goods and services Work under pressure Make sound judgments Do basic research Analyse documents and situations Ability to access research sources Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the component. Prepare documentation and verify responses and information received from internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the component and advise/ sensitise the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports Assist with monitoring and evaluating the performance of the component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the component. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Co-ordinate activities and maintain the relevant systems Update and maintain the systems for projects (Biz project and APAS). provide support to conduct basic research on providers and compile comprehensive documents (not linked to specific line function) for the component with regard to issues linked to provider information. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Coordinate project development queries, and related parliamentary/ ministerial enquiries. Analyse reports and make notes and/or recommendations with regard to projects implemented by the unit. Provide support to the component for supply chain management Coordinate evidence/ supporting documents for the unit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of project related items on the agenda of meetings chaired by the component head and ensure circulation of accompanying memoranda. Manage the procurement of standard items: like stationary, refreshments etc. for the component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advice. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the component. Advise relevant stakeholders on Departmental prescripts and policies regarding own KRAs.

ENQUIRIES : Ms R Leukes Tel No: (021) 467 2584

POST 01/200 : **HUMAN RESOURCES OFFICER: SERVICE BENEFITS REF NO: 179**
Directorate: Service Benefits

SALARY : R308 154 per annum (Level 07)
CENTRE : Cape Town

REQUIREMENTS : An appropriate National Diploma or Degree in Human Resources plus 3 years relevant experience in Human Resources or Senior Certificate with a minimum of at least 6 years relevant experience. Knowledge: Knowledge of relevant Education and Public Service Acts, Regulations; Policy documents; Public Finance Management Act; Education Law and Policy; Disciplinary Codes and Procedures; CORE & Compensation Management, Collective Agreements, SPMS and PERSAL. Skills: Interpersonal, Problem Solving and Organising skills; Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); MS Outlook and PERSAL. Communication skills in at least two official languages of the Western Cape Province.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the office. Oversee and provide

effective guidance and advice on the flow of information and documents, to and from the component. Prepare documentation and verify responses and information received from internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the component and advise/ sensitise the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports Assist with monitoring and evaluating the performance of the component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the component. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Co-ordinate activities and maintain the relevant systems Update and maintain the systems for projects (Biz project and APAS). provide support to conduct basic research on providers and compile comprehensive documents (not linked to specific line function) for the component with regard to issues linked to provider information. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Coordinate project development queries, and related parliamentary/ ministerial enquiries. Analyse reports and make notes and/or recommendations with regard to projects implemented by the unit. Provide support to the component for supply chain management Coordinate evidence/ supporting documents for the unit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of project related items on the agenda of meetings chaired by the component head and ensure circulation of accompanying memoranda. Manage the procurement of standard items: like stationary, refreshments etc. for the component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advice. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the component. Advise relevant stakeholders on Departmental prescripts and policies regarding own KRAs.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 01/201

: **ACCOUNTING CLERK: THREE POSTS REF NO: 185**

Directorate: Financial Accounting

**SALARY
CENTRE**

: R216 417 per annum (Level 05)

: Cape Town

REQUIREMENTS

: Grade 12 (or equivalent qualification) with Mathematics and/or Accounting as subjects passed. Minimum of 1 years' experience in Finance environment or as per key performance areas of the post. Valid (Code B/EB) driver's license. Recommendation: Post matric qualification with an accounting major (Financial Accounting, Taxation, Auditing or Management Accounting) will be an advantage. Willingness to work overtime when required. Knowledge: Knowledge of financial accounting processes and financial systems (BAS & LOGIS). Knowledge of modern systems of governance and administration. Knowledge of cashflow and budgets. Understanding of financial statements. Be a team player as well as work independently. Good accounting and analytical skills. An understanding of the Standard Chart of Accounts (SCOA). Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude. Planning and organizing skills. Knowledge of the Public Financial Management Act (PFMA). Knowledge of the National Treasury Instruction (NTI) and Provincial Treasury Regulation (PTR). Skills: Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.

DUTIES

: Responsible for checking and capturing transactions on Financial Systems. Prepare and/or compile payments in preparation for processing of transactions on financial systems. Prepare manual payments and journals and verify and capture in a financial system. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly and

quarterly reporting. Creation use and/or maintenance of databases (Excel and other formats). Filing and safekeeping of documentation in accordance with prescripts and assist with the disposal of obsolete records according to the National Archives Act, including the retrieval of documentation.

ENQUIRIES : Ms C Adendorff Tel No: (021) 467 2506

POST 01/202 : **HUMAN RESOURCE CLERK REF NO: 192 (X8 POSTS)**
Directorate: Directorate: Recruitment and Selection

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior Certificate. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); Electronic E-mail system.

DUTIES : The main objectives of this post (which are all related to Recruitment and Selection) are: Ensure the daily updating of databases. Assist with the secretariat function during selection interviews. Draft submission for the filling of posts. Ensure verification of all qualifications and regular updating of new information on the electronic system. Liaise with other directorates and departments on a regular basis. File management. Provide progress reports in respect of compliance. Perform logistical duties and arrangements relating to interviews and other support services, where applicable; general office administration duties, for example, photocopying, faxing, opening new files, delivery of sensitive documents etc.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/203 : **HUMAN RESOURCE CLERK: SERVICE BENEFITS REF NO: 163**
Directorate: Service Benefits

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior/Matric certificate. Skills: Interpersonal, Problem Solving and Organising skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).

DUTIES : Execute functions pertaining to: Conditions of service for Education and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties with regard to service benefits. Capturing the appointment of personnel on PERSAL. Render salary administration pertaining to the appointment process. General administrative duties.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 01/204 : **REGISTRY CLERK: SERVICE BENEFITS REF NO: 172 (X2 POSTS)**
Directorate: Service Benefits

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Grade 12 (Senior Certificate) or equivalent (NQF4) with minimum 2 years relevant experience in registry environment. A valid driver's license. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005). Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making, Time management.

DUTIES : Manage and control the application of created files. Maintenance and tracking of borrowed and pending files. Opening, sorting and distribution of mail internally and externally. Responsible for the correct and neat filing of documentation. Assist the supervisor with the allocation of reference numbers in line with the approved filing system. Handle client enquiries telephonically and electronically. Requests and pending of files. Assist with the disposal of

records. Frank post, and update register daily. Assist to render electronic document management support (MyContent). Register new users, loading access one-on-one training to user of JTrack or an electronic document management system (MyContent).

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 01/205 : **HUMAN RESOURCE CLERK: WORK SKILLS PLAN (WSP) REF NO: 167**
Directorate: Strategic People Management

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior/Matric certificate with experience in a training and development environment. A valid driver's licence (Code B/EB) and language proficiency in at least two (2) of the three (3) official languages of the Western Cape. Knowledge: Constitution of the RSA; Public Service Act and Public Service Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act and Public Finance Management Act; Human Resource Development Framework; Human Resource Development Strategy. Skills: Data analytics and research; co-ordination; excellent report, letter and submission writing, problem-solving and conflict management; planning and organising; project management; finance and procurement ability; excellent use of the MS Office package i.e. MS Excel, Word, PowerPoint, Outlook and Microsoft Teams.

DUTIES : The incumbent of the post is required to assist the HR practitioner with the following: Compiling the departmental Work Skills Plan (WSP), Annual Training Report, and Quarterly Monitoring Reports including all other provincial and national Human Resource Development (HRD) plans and reports. Gathering training needs to assist with the department's annual WSP. Implementation of relevant HRD strategies of the department/directorate, particularly the Management and Leadership Development strategy including reporting. Facilitation of the departmental skills audit. Procurement of training interventions for rollout via supply chain management and adhere to the PFMA, National Treasury Instructions/ regulations, and departmental prescripts. Organising of the Skills Development Committee meetings within the Department. Quarterly monitoring and reporting on all budgets relevant to the component including administering of all payments within the prescribed timeframes. Compile and manage the relevant databases of all programmes within the component.

ENQUIRIES : Ms NP Funani Tel No: (021) 467 2243

POST 01/206 : **ADMINISTRATION CLERK: DISTRICT CIRCUIT REF NO: 165**
District Office: Education District Office Metro South

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior /Matric certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms C Meyer-Williams Tel No: (021) 370 2000

POST 01/207 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 168**
District Offices: Education District Office Metro East

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior/Matric Certificate plus 6 months clerical experience. Job Summary: To render a general administrative and clerical support service for people management at district level. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of

- people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
- DUTIES** : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
- ENQUIRIES** : Ms C Meyer-Williams Tel No: (021) 370 2000
- POST 01/208** : **OPERATOR: REPROGRAPHIC SERVICES REF NO. 180 (X2 POSTS)**
Directorate: Examinations And Printing Administration
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Cape Town
REQUIREMENTS : Grade 10 (or equivalent qualification) with a minimum of 1 - year relevant experience in a printing environment. Work after hours when required. Proficient in two languages of the Western Cape. Knowledge: Operating high volume equipment. Plastic sealing or wrapping devices and industrial shredder. Ability to perform routine tasks as required. Good communication skills. Skills: Computer literacy skills (Ms Word, MS Excel). Attention to detail and accuracy under pressure. Strong problem-solving skills.
- DUTIES** : Printing and Sealing of Printed Materials: Printing of Question Papers and ensure that question papers and addendums run in sequence. Operating the reprographic and sealing equipment in the Maitland print room. Random checking of the quality and finishing of question papers and all printing work according to specifications. Assist with inserts into documents. Shred all damaged and spoilt question papers. Printing and finishing of all other documents. Ensure secure storage of printed materials and consumables. Assist with hand-over of non- sensitive documents to clients. Keep the printing and sealing area clean and organised. Ensure adherence to security protocols within the print room environment
- ENQUIRIES** : Ms L Bredenkamp Tel No: (021) 467 2945

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.

- 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 01/209** : **MEDICAL SPECIALIST GRADE 1 TO 3 OPHTHALMOLOGY**
(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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** 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 Ophthalmology. **Grade 3:** 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 Ophthalmology. Extensive experience in Ophthalmological surgery, particularly cataract and

trauma surgery. Experience in teaching and conducting research will be considered an advantage. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Ophthalmology related illnesses. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

ENQUIRIES : Dr AH Stark Tel No: (044) 802-4504
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 are subjects to a practical. 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 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 : 24 January 2025

POST 01/210 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICINE) (HUMAN GENETICS)**

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 : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Geneticist. Registration with a Professional Council: Registration with the HPCSA as a Medical Geneticist. Experience: **Grade 1:** None after registration as Medical Geneticist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration with the HPCSA as a Medical Geneticist. A minimum of 6 years relevant experience after registration with the HPCSA as a Medical Geneticist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Geneticist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent ability to interpret

genetic diagnostic results. Excellent interpersonal skills, good communication analytical and problem-solving skills. Excellent knowledge and skills in the diagnosis, counselling and management of genetic and congenital disorders. Excellent record keeping skills and knowledge of database management and ability to interrogate commonly used bioinformatics platforms. Experience in teaching and supervision at undergraduate and postgraduate level.

DUTIES : Undertake clinically relevant and translational research. Contribute to policy and guideline development in medical genetics. Provide clinical insight into the interpretation of genetic results. Take responsibility for the day-to-day organisation of medical genetics clinics and data collection tools. Provide teaching and supervision to postgraduate students at Masters level. Take an active role in teaching and curriculum development in medical genetics for undergraduate Faculty of Health Sciences students. Provide appropriate outreach services. Provide clinical services to medical genetics patients of all ages and families in the Western Cape.

ENQUIRIES : Dr K Fieggen Tel No: (021) 404-6235
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 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 payments of the prescribed registration fees to the relevant council are submitted on or before interview. 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).

CLOSING DATE : 24 January 2025

POST 01/211 : **MEDICAL SPECIALIST: PSYCHIATRY (CHILD AND ADOLESCENT 10 BED UNIT) (4-MONTH CONTRACT) (6/8TH POST)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R953 925 per annum
Grade 2: R1 088 412 per annum
Grade 3: R1 260 585 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the province to meet service needs. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem Framework. Competencies (knowledge/skills): Experience in the clinical assessment and management of child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.

DUTIES : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.

ENQUIRIES : Dr K Naidu Tel No: (021) 370-1178

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : 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 whom 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). Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2024
- POST 01/212** : **MEDICAL OFFICER GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Laingsburg Hospital
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Accredited Continued Professional Development by the HPCSA. Valid Driver's licence. After-hours duties, including nights, weekends, and public holidays, are compulsory to ensure continuous and uninterrupted patient care. Willingness to travel and support other facilities in the district. Competencies (knowledge/skills): Demonstrate clinical leadership qualities, motivating and leading junior staff. Knowledge of patient rights and responsibilities as well as the PAWC Code of Conduct. Good writing skills to write and interpret complex reports. Advanced skills to examine, diagnose and treat patients and carry out appropriate procedures. Must be able to manage a wide range of medical emergencies, paediatric emergencies, general, trauma-medicine and obstetrics. Knowledge to manage social-, emotional- and psychological needs of patients and family. Knowledge of costs to ensure cost-effective quality service. Computer literacy (MS Word, Excel and PowerPoint). Will be required to work on HECTIS, SPV, ECCR, iPlan, ECM programs. Ability to work independently and in a multi-disciplinary team. Independent and effective decision making.
- DUTIES** : Primary duties include providing primary and emergency medical care for acute and chronic conditions and ensuring prompt and effective management and referral of various health issues encountered at Beaufort West hospital, Local clinics, and satellite clinics. The role involves conducting detailed examinations to accurately diagnose and manage a wide range of health conditions, alongside prescribing and administering appropriate treatments, medications,

and therapies. The medical officer will provide clinical supervision and training to junior doctors, including undergraduate students and community service doctors, enhancing their professional development and adherence to clinical standards. The role is pivotal in promoting health and preventing disease through patient and community education. Administrative responsibilities include compliance with record-keeping practices, completion of mental health care user documents, participating in morbidity and mortality meetings, reviewing patient safety incidents, and ensuring timely completion of medico-legal documentation, including death certificates. The medical officer will also implement and monitor compliance with IDEAL hospital standards to promote clinical governance and high-quality healthcare services. The duties will involve active participation in multidisciplinary team meetings to enhance patient management and care integration across various health disciplines. Evidence-based practices in clinical care will be promoted and applied to improve patient outcomes. Ethical behaviour, professional development, and support to clinical manager.

- ENQUIRIES** : Dr A Van Rooy 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. 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 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). The pool of applicants will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
- CLOSING DATE** : 24 January 2025
- POST 01/213** : **REGISTRAR (MEDICAL) (PUBLIC HEALTH MEDICINE) (X1 POST)**
Directorate: Health Intelligence
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town (X1 Post)
University of Cape Town (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Each registrar will be expected to rotate through various institutions in the Western cape, including a rotation through the Health Futures South Africa project. Willingness to registrar must register for the MMED in Public Health Medicine at the higher education institution that the post is allocated to. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent, to align to the values of the Department of Health and Wellness and to be kind.
- DUTIES** : Public Health medical service provision in the public sector health services. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific for Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.
- ENQUIRIES** : Ms L Shand Tel No: (021) 483-2639 or lesley.shand@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. 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 on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures.
- CLOSING DATE** : 24 January 2024
- POST 01/214** : **REGISTRAR (MEDICAL) (OCCUPATIONAL MEDICINE)**
Directorate: Assurance
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent leadership, interpersonal and organisation skills. Good communication, including report writing and presentation skills. Computer skills with working knowledge of MS Office. Ability to function independently and work under pressure. Ability to critically read, summarise, and communicate contents of technical and scientific nature. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of medical community service. A postgraduate diploma in Occupational Health, or equivalent.
- DUTIES** : Provide technical support to the Western Cape Government Health and Wellness (WCGHW) in occupational health risks assessments and risk management in public health facilities in the Western Cape. Contribute to the development of a framework for occupational health services for WCGHW staff. Provide technical Occupational Health and Safety (OHS) advisory support to WCGHW. Practice clinical medicine in the field of occupational medicine and related disciplines. Develop staff and student literacy and expertise in Occupational Health and Safety and provide student supervision in Public Health research methods. Conduct research relevant to Occupational Health.
- ENQUIRIES** : Mr N Mavela at (073) 875-8343
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : Preference will be given to SA citizens/permanent residents with a valid identity document. 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 on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Strong recommendation for vaccination against Hepatitis B. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason, the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.
- CLOSING DATE** : 24 January 2024
- POST 01/215** : **PSYCHOLOGIST GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : TC Newman CDC
Minimum educational qualification: Appropriate qualification (Master's degree) that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence and be prepared to travel. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Strong therapeutic skills. Proven presentation skills. Experience working in a multi-disciplinary team approach.
- DUTIES** : Deliver a comprehensive clinical psychology service to various clinics in the Drakenstein Sub District with regard to assessment, diagnosing and treatment (with children, adolescents and adults). Apply knowledge of intervention skills such as behaviour modification, psychodynamic therapies, family therapy, CBT, group therapy, etc. in a primary health care setting. Provide mentor supervision and training of HAST counsellors. Conduct training and workshops on mental health aspects. Develop and implement projects that focus on awareness and promotion of mental health in the community. Understand and uphold the principles and ethics of a Therapeutic Milieu.
- ENQUIRIES** : Ms. Sonia Raynardt or Dr Rushaan Gaffoor Tel No: (021) 877- 6400

- 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. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/216** : **PHARMACIST GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Kwanokuthula CDC, Knysna/ Bitou Subdistrict
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 3:** A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Knowledge, insight and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Proficient in the use of MS Office applications (including Excel, Word, PowerPoint, Outlook and Teams, to be specified in application/CV) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine Lists and Treatment Guidelines. Ability to work in a team environment including duties of after hour call rotation. Good communication and interpersonal skills. Experience in working as a member of a multidisciplinary team.
- DUTIES** : Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care for patients. Promotion of rational drug use. Maintaining and improving an effective acute and chronic prescription medicine supply system to remote rural facilities. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Hospital and OHSC. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the hospital setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, rational medicine use prescription reviews and adverse drug reaction reporting. Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Placing of orders with suppliers and ensuring efficient stock levels and stock control at the hospital and primary health care facilities. Ensuring cold chain is maintained. Record keeping for statistical feedback, support supervisor to keep statistical records and processing it monthly. Ensure that all operations adhere to pharmacy act.
- ENQUIRIES** : Ms G. Turner Tel No: (044) 302-8498
- 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 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 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). The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 24 January 2025

POST 01/217 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
(West Coast District)

SALARY : R715 977 per annum
CENTRE : Malmesbury CDC, Swartland Sub-district
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 a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. 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 licence. Willingness to attend community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : Leadership, internal and external governance for Comprehensive Services at Malmesbury CDC as well as the surrounding smaller clinics in the Swartland Sub-District to achieve strategic goals and objectives. Oversight and support to Operational Managers and Clinical Coordinators using information systems and data to enhance service delivery and priority programmes. Provide support to the Operational Managers and Clinical Coordinators for planning, implementation, co-ordination and supervision of the full package of care in the Swartland Sub-District. Ensure good clinical governance to enhance quality in conjunction with the primary health care manager. Strengthening of facility based and community-based services through implementation of COPC. Provide support to the operational manager with the overall management (PM, FM, SCM, Facilities Management, Infrastructure, Health strategy and support) of Malmesbury CDC and the smaller clinics in the geographical area. Personnel development i.e. assessing in-service training needs and planning for health facility.

ENQUIRIES : Mr Reuben Christoffels Tel No: (022) 482-2729
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 : 24 January 2025

POST 01/218 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Central Karoo District

SALARY : R656 964 per annum
CENTRE : Laingsburg CC Primary Health Care Facility
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 qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48),

accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. 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 after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation. Legislation of Ideal clinic and Office of Health standards and compliance.

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 regarding data collection, verification, report writing and submission of data. Human Resource Management i.e. 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. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Mr GG. Samuels Tel No: (023) 814-2015
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. The pool of applicants will be considered for other Operational Manager Nursing posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 24 January 2025

POST 01/219 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District

SALARY : R656 964 per annum
CENTRE : Dalvale Clinic, X1 Post
Gouda Clinic X1 Post 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 Professional Nurse and Midwife. Post-basic nursing qualification with 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 Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, 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.

CLOSING DATE : 24 January 2025

POST 01/220 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R656 964 per annum

CENTRE : Dr Abdurahman Community Day Centre

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 qualification with a duration of at least one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the one-year post basic qualification in Curative skills in Primary Health Care (R48). Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in facet of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement as well as collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).

ENQUIRIES : Ms L Hlomela Tel No: (021) 638-3319

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 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 January 2025

POST 01/221 : **THERAPEUTIC AND MEDICAL SUPPORT PROGRAMME CO-ORDINATOR: GRADE 1 (RADIOGRAPHIC PACS/RIS)**
Chief Directorate: Metro Health Services

SALARY : R545 262 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to perform on call duties. Competencies (knowledge/skills): Experience in Picture Archiving communication system/Radiology Information System. Experience in Information Technology and medico legal risks. Detailed knowledge of Medical Imaging procedures and

equipment. Knowledge of PACS/RIS Systems, solutions and applicable International standards (DICOM, IHE, HL7). Knowledge of medico legal risks, CR and Digital imaging modalities and medical imaging workflow. Ability to conduct and facilitate training. Knowledge of Telemedicine systems and workflow. Good communication skills, people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.

DUTIES : Manage and support all technical aspects of PACS/RIS and teach and train all categories of staff. Monitor the effective and efficient functioning of PACS/RIS within the Radiology department, end users in the rest of the hospital and peripheral sites. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. Deliver an efficient and effective support service to the Provincial E Health Clinical Systems: PACS/RIS programme co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services. Manage and support the project when implementing the PACS/RIS solution or any upgrades and change to the solution. Manage accessibility of images and reports at all the Peripheral sites, the Teleradiology/Telemedicine services and compile statistical information. To assist and support the ASD Radiographer at NSH in managing the radiology department. Support the HIS integration to PACS RIS & VNA.

ENQUIRIES : Ms W.Omar Tel No: (021) 402-6246
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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 January 2025

POST 01/222 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (PSYCHIATRY AND PAEDIATRIC/NEONATAL WARDS) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R520 560 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current valid registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills and maintain constructive relationships with members of the multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills.

DUTIES : Supervise, support, guide, and lead staff to render quality care in the nursing department. Manage and monitor proper utilization of human, financial and physical resources. Participate in the formulation, monitoring and implementation of policies, guidelines, practices, standards operating procedures, programmes and regulations pertaining to Nursing Care. Maintain constructive working relationship with nursing personnel and other stake holders and initiate and participate in training and development of staff and provision of support to Nursing Services.

ENQUIRIES : Mrs MM Lumphondo Tel No: (021) 902-8010/57
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. The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 January 2025

- POST 01/223** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
Garden Route District
- SALARY** : R520 560 per annum
- CENTRE** : Alan Blyth Hospital, Ladismith, Oudtshoorn and Kannaland Sub-districts
- 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. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work overtime, shifts, night duty and weekends as required. Valid Code B/EB driver's license. Competencies (knowledge/skills): Good managerial, supervisory, basic computer (MS Office, Outlook and Teams) and decision-making skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Effective interpersonal, leadership, decision making and conflict resolution skills.
- DUTIES** : Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment 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 self-development.
- ENQUIRIES** : Ms A Laubscher Tel No: (028) 551-1010
- 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 subjected to a competency test.
- CLOSING DATE** : 24 January 2025
- POST 01/224** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Worcester CDC, Breede Valley 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing and Midwife. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing and Midwife At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).
- DUTIES** : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records,

statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. C van Staden Tel No: (023) 348-1316
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 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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/225 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Saron Clinic, 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. J Bosch 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. "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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert

- CLOSING DATE** : 24 January 2025
- POST 01/226** : **CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Du Noon CHC (X1 Post)
Lady Michaelis CDC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). 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/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Communication skills (written and verbal) Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Assist with the management and provision of clinical comprehensive PHC service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community. Liaise with relevant role players in facility, community structures and NPO's. Information Management and timeous submission of reports. Assist with the training and supervision of staff. Assist with management of human resources.
- ENQUIRIES** : Dr A Razack Tel No: (021) 200 4500 (Du Noon CHC) Ms L Van Wyk Tel No: (021) 797 8171 (Lady Michaelis CDC)
- 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 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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant Clinical Nurse Practitioner posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/227** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) 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 a Professional Nurse. Post-basic nursing qualification with 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 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/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Good communication skills (verbal and written).

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms T Ndungane Tel No: (021) 404 6366
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 24 January 2025

POST 01/228 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
 West Coast District

SALARY : Grade 1: R451 533 (PN-B1) per annum
 Grade 2: R553 545 (PN-B2) per annum

CENTRE : Swartland Hospital, Swartland Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) 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 one year accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and registration with 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. **Grade 2:** A minimum of 14 years appropriate/recognizable 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 speciality after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9204
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the

necessary qualification 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: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Swartland Hospital for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/229 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

SALARY : R444 036 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate three-year tertiary National Diploma or Degree. Experience: Appropriate experience and proven track record in all major aspects of supply chain asset management. Appropriate experience in managing government moveable assets. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Working knowledge of government asset management practices, policies and procedures, Public Finance Management Act, Treasury Regulations and guidelines. Ability to work under pressure and handle matters of a confidential nature. Sound problem solving skills, written communication skills, presentation skills and advanced computer literacy, report writing and project management skills. Knowledge of hospital medical equipment and furniture. Proven leadership skills.

DUTIES : Real time capturing of acquisitions, transfers, re-evaluations, disposals, barcoding and movement of assets on the institutional asset register. Provide leadership and manage the moveable asset management component of the institution. Manage the major and minor annual asset planning and verification process. Compile monthly financial reports / statements, reconciliations and reports on assets and shortages. Manage the performance, training and development of staff and attend to all HR matters. Interact and liaise with internal partners to ensure effective asset management. Responsible for maintaining a positive culture within the SCM section which includes change management initiatives, innovation, conflict resolution and mitigating risks that could negatively affect the organisational culture.

ENQUIRIES : Mr C Frank Tel No: (021) 404 3248
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 : 24 January 2025

POST 01/230 : **ASSISTANT DIRECTOR: CLINICAL CODING COMPLIANCE AND IMPROVEMENT**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R444 036 per annum
CENTRE : Directorate: Diagnosis Related Groups (DRG)
REQUIREMENTS : Minimum educational requirements: A health-related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate supervisory experience. Appropriate experience level of clinical coding, experience in auditing of at least three years in diagnostic and procedural coding in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to travel on a regular basis within the Western Cape Department of Health. Computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook). Competencies (knowledge/skills): Knowledge and broad clinical background in general nursing, anatomy, physiology, medical terminology, and pharmacology. 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 conflict management, interpersonal, change management and leadership skills. Knowledge and experience of human resource management, especially

labour relations, performance management, staff development and disciplinary procedures. Relevant knowledge of or experience in providing training will be advantageous.

DUTIES : Effective and efficient assessment and analysis of related clinical information for accurate and comprehensive DRG coding. Provide supervision and guidance with regards to Diagnostic Related groups to ensure all audited data are allocated to the DRG utilising the DRG encoder and the required analysis is performed. Perform a compliance and improvement service for the WCG Health and Wellness to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Develop Compliance and improvement assessment tools in respect of Clinical Coding prescripts. Establish and plan the assessment of institutions and conduct assessments. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. Effective and efficient supervision, planning and co-ordination of staff and activities in the component. Support the manager as a provincial advisory resource with regards to Diagnosis Related Groups (DRGs). Manage/participate in strategic relationships, interactions, and transactions with internal and external stakeholders with regards to Clinical Coding and Diagnosis Related Groups (DRGs).

ENQUIRIES : Ms T Augustyn; email: Tamaryn-Jade.Augustyn@westerncape.gov.za; Tel No: (021) 826-5743.

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 will be subjected to a competency test

CLOSING DATE : 24 January 2025

POST 01/231 : **ADVISORY OFFICER: HRM (PEOPLE MANAGEMENT COMPLIANCE AND TRAINING)**
Directorate: People Strategy

SALARY CENTRE : R444 036 per annum
Head Office, Cape Town (This post is currently based on the premises of Karl Bremer Hospital - Bellville Health Park Building)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and practices. Appropriate Supervisory experience. Inherent requirements of the job: Valid Code 8 (B, EB) driver's licence (certified copy). Willingness to travel and work away from home on a regular basis. Competencies (knowledge/skills): Good verbal skills, written communication skills and Presentation skills to ensure effective presentation of policies as well as report writing. Extensive knowledge and sound practical experience of the PERSAL system. Analytical skills and the ability to interpret policies and impart that knowledge to staff. Sound practical computer skills in MS Office package: (Word, Excel, Power Point, etc), Outlook, MS Teams. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.

DUTIES : Perform PM compliance investigations at health facilities in the Western Cape in terms of the correct application of Human Resource Legislation, policies, practices and conditions of service. Analysing and interpreting of policies. Give guidance/advice to PM offices and Line managers as well as managing a team during HR investigations. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training with regard to the correct application of Human Resource Legislation, policies, practices and conditions of service. Compile and maintain PM Procedure Manuals according to changes in policy and procedures. Perform a client services function e.g. PM Helpdesk and Pension Helpdesk with regard to Conditions of Service. Provide efficient support to manager during HRM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.

ENQUIRIES : Ms C Schwartz Tel No: (021) 815-8783

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

NOTE : Candidates may be subjected to a practical test and a presentation. No payment of any kind is required when applying for this post.

CLOSING DATE : 24 January 2025

<u>POST 01/232</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 pe annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: Grade 1: None after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Do an afterhours on call service as rostered. Work late when deemed necessary to fulfil operational requirements. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Good computer skills especially with Ms Excel, MS PowerPoint, MS Word and Aria Management System. Knowledgeable of radiotherapy protocols and standard operating procedures.
<u>DUTIES</u>	:	Perform and assist with co-ordination of treatment or planning or CT simulations or Quality Assurance and -related radiotherapy activities with RTTs, Community Service and student RTTs to ensure effective patient throughout. Safe handling of patients and assist in patient positioning and immobilization. Accustomed with linear accelerators, orthovoltage treatments, Aria and Eclipse planning systems. Ensure patients are accurately treated and/or planned, according to Clinicians' instructions and give administrative and information support to the Chief. Quality Assurance of treatment or planning of patients, ensuring optimal work is executed. Administer appropriate patient care and perform quality assurance procedures on the treatment floor or planning. Participate in continuing professional development and assist with in-service training of Radiation Therapists, students and other visiting staff. Assist medical physicists in the quality control of equipment. Monitor and keep stock of consumables and assets within the section. Liaise with staff of all levels within, and occasionally outside, the Division on issues pertaining to the assigned patients. Involvement in CPD activities and departmental lectures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Jaftha Tel No: (021) 404 4292 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. 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 on or before the day of the interview. 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)".
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/233</u>	:	<u>DIETICIAN GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum

		Grade 2: R439 755 per annum
		Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: Grade 1: None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Dietician in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to clinical Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination.
<u>DUTIES</u>	:	Clinical nutrition management of in and out-patients in assigned area. Development of patient education materials. Development and updating of clinical nutrition protocols. Participate in in-service training and mentoring of all categories of personnel and students on nutrition related topics. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A du Toit Tel No: (021) 404-4471
	:	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. 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. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/234</u>	:	<u>OCCUPATIONAL THERAPIST: GRADE 1 TO 3</u> (Chief Directorate: Metro District Health Services)
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Metro TB Complex
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational

Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of PSR model, mental health, Substance use and TB. Computer literate.

DUTIES : Assessment and treatment of patient referred for Occupational therapy. Management of physical and human resources. Management of administrative duties for the Occupational therapy department and patient specific activities. Ensure continued professional development by keeping abreast with the latest developments in the field. Support to HOD.

ENQUIRIES : Mrs S Abrahams Tel No: (021) 508 8305
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 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Occupational therapy posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/235 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Garden Route District

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
(plus, A rural allowance of 12% of annual basic salary)

CENTRE : Kannaland Sub District (Stationed at Alan Blyth Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to drive. Willingness to work weekends as required, as well as to participate in a 24- hour service delivery while being on call and travel to outreach facility if necessary. Willingness to manage the general Diagnostic workflow. Competencies (knowledge/skills): Appropriate experience in all general diagnostic imaging of patients and/or computed tomography. Knowledge of PACS (Picture Archiving and Communication System), as well as conventional radiography. Physically able to perform the duties required, including pushing patients in wheelchairs to and from the X-ray waiting room. The ability to adapt and work efficiently in a resource-constrained environment is critical, as is a thorough understanding of radiation protection, patient safety, and quality management protocols. Computer literacy and administration skills.

DUTIES : Complete clinicom, stats and all PACS and RIS activities. Optimal use, care of equipment and Quality Assurance. Assist with the training of new radiographer and students and participate in all self-development programs. Responsible for the smooth running of the diagnostic imaging department and professional service to patients. General care, radiation protection and safety of patients. Responsible for radiographic and computed radiography processing equipment. Regular participation in training and self-development opportunities is also expected to maintain a high standard of clinical service delivery.

ENQUIRIES : Dr L Poggenpoel Tel No: (028) 551-1010
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 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 on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within Oudtshoorn and Kannaland Districts for a period of 3 months from date of advert."

CLOSING DATE : 24 January 2025

POST 01/236 : **CASE MANAGER (X2 POSTS)**
Directorate: Management Accounting

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Knowledge of the RAF/COID claims process. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).

DUTIES : Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, RAF submissions; UPFS assignment and the management of PMB conditions. Audit RAF claims to check compliance in preparation of claims for submission to the RAF. Audit COID claims to check compliance in preparation for submission to the Compensation Fund. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms L Ismail at (072) 601-6586
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. This post will not be linked to any of the Occupational Specific Dispensations.

CLOSING DATE : 24 January 2025

- POST 01/237** : **SENIOR ADMINISTRATIVE OFFICER: REVENUE (INCOME)**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate patient fees/revenue experience in a health environment. Appropriate Clinicom experience. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer skills in MS Office. Appropriate knowledge of revenue, debtor accounts and banking, cash management, understanding Hospital Fees, Policies and Procedures, Medical Scheme Act 131 of 1998, Handling of State Money, PFMA of 1999, hospital information systems (e.g. Clinicom, AR, JAC, BI etc). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines.
- DUTIES** : Responsible to manage fees/revenue and cashier components. Responsible to manage outpatient reception and medical records sections. Responsible for the monitoring and controlling debtor accounts, medical aid schemes, debtor instalment, debt collection and handling of provincial government moneys. Implement and/evaluate workflow in line with policies, protocols and procedures. Adhere to weekly/monthly reporting. Patient liaison management (manage requests for medical reports, receiving payments timeously, facilitating requests between the hospital and the requestors).
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/238** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
West Coast District
- SALARY** : R376 413 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management & Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
- ENQUIRIES** : Mr Riaan van Staden Tel No: (022) 487-9208
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.

<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/239</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HRM (COMPLIANCE) (ADVISORY SERVICES) (X2 POSTS)</u> Directorate: People Strategy
<u>SALARY CENTRE</u>	:	R376 413 per annum Sub- Directorate: People Management Compliance and Training (Head Office, Cape Town) (Based on the premises of Karl Bremer Hospital – Bellville Health Park Building) (X1 Post) Garden Route: George (on the premises of George District Office) (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriated experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and Auditor General enquiries and audits. Inherent requirement of the job: Valid Code 8 (B, EB) driver's license (certified copy). Willingness to work away from home on a regular basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing, and audits skills. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.
<u>DUTIES</u>	:	Perform relief function at Health facilities in the absence of People Management Staff. Assist People Management with identified People Management functions: backlogs, OSD grade progressions, service terminations, etc. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Strategy Advisory Compliance reports, regarding People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of People Management Legislation, policies, practices and conditions of service. Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management. Sample testing of People Management practices and process on Audit Action Plan to verify correct reporting. Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to manager during PM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BS Samuels Tel No: (021) 815-8763 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates must indicate their institution of preference where they wish to be placed. Candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/240</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: EMPLOYEE SOURCING</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE</u>	:	R308 154 per annum Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (PERSAL, MS Word and Excel). Knowledge of Departmental Recruitment and Selection policy. Attention to detail.
<u>DUTIES</u>	:	Supervise the advertisement of posts, recruitment and selection process, verification and criminal record checks. Administer an establishment control function and confirm post details. Perform secretarial duties before, during and after interviewing processes. Administer the drafting of motivations and contracts. Apply knowledge of human resource policies, procedures and directives with regard to the recruitment and selection process. Maintain and update database. Support to the manager with administration of the Budget

- and Supply Chain (processing of claims, procurement of standard items, management of petty cash.
- ENQUIRIES** : Mr C Louw Tel No: (021) 370-5052
- 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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
- CLOSING DATE** : 24 January 2025
- POST 01/241** : **INDUSTRIAL TECHNICIAN GENERAL (CLINICAL ENGINEERING: IMAGING WORKSHOP)**
Directorate: Clinical Engineering, Goodwood (Imaging Section)
- SALARY** : R308 154 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualifications: National Diploma in Electrical (Light Current) Engineering (T; S or N stream) or Mechatronics or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on electrical equipment. Appropriate experience in the repairs on the following equipment would be preferred: Medical X-Ray and Ultrasound. Inherent requirement of the job: Valid driver's license (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do faultfinding on equipment. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
- DUTIES** : To carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Imaging) equipment. Give training to End-user on Imaging equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and Health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaise with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of manager in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.
- ENQUIRIES** : Mr JFC Liebenberg Tel No: (021) 590-5016
- 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 will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
- CLOSING DATE** : 24 January 2025
- POST 01/242** : **PERSONAL ASSISTANT**
Directorate: Management Accounting
- SALARY** : R308 154 per annum
- CENTRE** : Head Office, Cape Town (Bellville Health Park, Bellville)
- REQUIREMENTS** : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirements of the job: Willingness to travel. Willingness to work after hours.

Valid (Code B/EB) driver's license. Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyse numbers and read reports. Competencies (knowledge/skills): Secretarial & Office Management or Administration competencies. Document and spreadsheet compilation. Proficient in Excel, MS Word, PowerPoint, Outlook Office. Excellent interpersonal, administrative organisational skills.

DUTIES : Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing up PowerPoint presentations, etc). Provide diary management and meeting support to the manager (arrange meetings & travel arrangements, taking minutes, collation of documents, etc). Provide administrative support to the manager (collate/compile reports, manage leave registers, co-ordinate training, etc). Provide finance & supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash). Support the manager with the administration of the budget for the Directorate.

ENQUIRIES : Ms D Mogane Tel No: (021) 815-8786
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. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. No payment of any kind is required when applying for this post. A competency test will form part of the interview process.

CLOSING DATE : 24 January 2025

POST 01/243 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Klipfontein and Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) certificate. Experience: Appropriate experience in Information Management especially in public health environment. Appropriate experience in health-related Information Systems (e.g. SINJANI, PHCIS, Ideal clinic). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy, MS Office Package, Infographics and Excel. Sound knowledge of applicable IM policies. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological and analytical thinking. Proven ability to work independently in high-pressured environment. Knowledge of the IM Health Systems. Good interpersonal and time management skills.

DUTIES : Data Collection, Collation, Capturing and Reporting. Deliver timeous reports and IM deadlines for Klipfontein & Mitchells Plain SS and Metro Health Services. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to the Directorate and Health Facilities. Ensure the IM team delivers a responsive, customer-focused support service within prescribed timeframes. Presentation of data to end-users that allows for easy interpretation and application to managers at the Directorate and health facilities. Develop systems to improve data quality in data management, i.e. Capacity- Building Interventions, development and support to end-users. Monitor compliance with departmental information management policies. Willingness to travel within the Klipfontein and Mitchells Plain geographic area and Metro Health District. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Information management functions.

ENQUIRIES : Ms L Jaars Tel No: (021) 370-5123
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Admin Officer: Information officer posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

<u>POST 01/244</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Directorate: Medicine Management, Laboratory and Blood Services Support
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirement of the job: Valid Driver's licence. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excell, Outlook and Power point. Competencies (knowledge/skills): Good telephone etiquette. Sound organisational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Director. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms K Lowenherz Tel No: (021) 483-4293
<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. Candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/245</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (TRANSPORT AND MAINTENANCE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services, Bellville Health Park
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the procedures and prescripts in Government Transport. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2020 and Government Motor Transport Handbook. Good interpersonal communication skills, organisational skills and the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Coordinate and supervise the operations and administrative service of the Transport Section Perform general supervision and development of Support Services personnel Ensure that vehicles are maintained (roadworthy, clean, regularly serviced and inspected). Provide a support function to the Supervisor with regard to prevention and misuse of Government Motor Transport and fraud investigations. Analysing of tracking reports to identify, confirm and report possible fraud and misuse cases. Compiling and submitting monthly reports for GG-vehicles and Verifying GG-leases for Metro institutions Perform adhoc duties and rendering support to colleagues within the Component Ensure effective and efficient administrative support: Client Management and telephone. Analysing reports on (at least) a monthly basis to identify, confirm and report any cases of possible fraud and misuse Assist with the procurement of goods and services.
<u>ENQUIRIES</u>	:	Ms C Whitting Tel No: (021) 815-8733
<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. Candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025

POST 01/246 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Cape Winelands Health District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Orchard Clinic, Breede Valley Sub-district
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 and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e., annual licencing receipt of 2024). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS : Ms C van Staden Tel No: (023) 348-1316
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 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 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). The pool of applicants will be considered for similar vacant posts within the Breede Valley Sub District for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/247 : **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Alexandra Hospital
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. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing

- after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills. Report Writing. Appropriate experience in nursing treatment and care to patients in a Mental Health.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES APPLICATIONS** : Ms JE Isaacs Tel No: (021) 503-5000, ext. 5156
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 will be subjected to a written/practical and oral assessment. "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 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 a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse: General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/248** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Vanguard CHC
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. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade1:** None. **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Knowledge of Chronic Conditions, Women/Child health services, nurse related surgical competencies/Practices and Health Programme Policies. Specific knowledge and competency in Male Medical Circumcision would be advantageous. Good interpersonal, collaborative, leadership and communication skills. Solid data management, analysis and interpretation abilities. Computer literacy (MS Word, Excel and PowerPoint) and good report writing skills. Good planning, organisational, project management and training skills. Appropriate experience in VMMC/HIV/AIDS/STI/TB.
- DUTIES** : Provide clinical services for HIV/AIDS, STI, TB, and VMMC programs within the Southern Western Sub-structure area. Support the implementation of services related to VMMC, HIV, STI, TB, as well as Youth, Men's Health, Wellness, and Women/Child Health programs. Establish linkages with integrated chronic disease management. Contribute to strengthening both internal and external components of the District Health System, focusing on community-oriented primary care through the implementation of relevant policies and strategies. -Monitor and evaluate program goals, targets, and performance, ensuring accurate data collection, validation, and interpretation. Oversee the implementation of quality improvement and assurance initiatives. Participate in training programs in collaboration with the training division.
- ENQUIRIES** : Ms J Mclaughlin Tel No: (021) 202-0924

<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. "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". The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/249</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MALE WARD)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna Hospital, Knysna Bitou Sub District 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. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics) Maintain constructive working relationships with nursing and other stakeholders Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CG Wagener Tel No: (044) 302-8400 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. 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 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). The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	24 January 2025

<u>POST 01/250</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: SURGERY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital 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: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Willingness to rotate. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. LA Campbell Tel No: (044) 802-4371 / 4537 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. Candidates may be subject to a practical. 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 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). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/251</u>	:	<u>LAUNDRY MANAGER (LENTEGEUR LAUNDRY)</u> Directorate: Facility Management
<u>SALARY</u>	:	R255 450 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate. Experience: Appropriate experience in managing an industrial laundry or a large processing plant. Inherent requirement of the job: Valid Driver's licence.
<u>DUTIES</u>	:	Ensure that health institutions receive an adequate and regular supply of clean disinfected linen. Monitor client satisfaction via quarterly survey. Maintain and auditing Linen stock levels. Assist with procurement processes. Co-ordinate and monitor functions pertaining to HR practices (Leave Management, Disciplinary and Grievance Procedures and staff motivation). Assist to ensure cost effective in-house laundry service and expenditure control. Ensure that administrative prescripts are complied with. Overall control, co-ordination and

organisation of a production line in a Central Laundry. Provide training for subordinates. Strict adherence to labour Relations and Occupational Health and Safety Act.

ENQUIRIES : Mr A Jantjies Tel No: (021) 918-1702
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 : 24 January 2025

POST 01/252 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH POST)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R235 329 per annum
Grade 2: R274 848 per annum
Grade 3: R321 741 per annum

CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the MDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescriptions, DOH ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with disabilities as an Occupational Therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES : Provision of Occupational Therapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.

ENQUIRIES : Ms. C van Genderen Tel No: (021) 370-2441
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 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 24 January 2025
- POST 01/253** : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING) (MAINTENANCE AND CLINICAL ENGINEER)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum
- CENTRE REQUIREMENTS** : New Somerset Hospital
Minimum educational qualification: 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 requirement of the job: Valid driver's licence (Code B/EB). Perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Effective communication skills. Computer literacy. Excellent report-writing skills. Planning, organising and people management skills.
- DUTIES** : Repair and install systems in the plumbing field. Responsible for the control over equipment, stock and other tools used within the workshop. Supervise work schedule for the division - fill in job cards/requisitions and data capturing. Render assistance to Chief Artisan with regard to all functions (including admin work) of the division, attending site meetings with contractors within the institution. Draw up tender specification against the needs of the institutions as guided by Supply Chain management Act and Treasury Regulations. Give feedback to Chief Artisan and management on maintenance issues. Supervise, train and develop staff.
- ENQUIRIES APPLICATIONS** : Mr A Challis Tel No: (021) 402-6530
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a competency test.
- CLOSING DATE** : 24 January 2025
- POST 01/254** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
Minimum educational qualification: An appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience after obtaining the relevant Trade Test Certificate. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversant with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Computer literacy. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.
- DUTIES** : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for 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.
- ENQUIRIES** : Mr N Hermans Tel No: (021) 377-4344

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/255** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : 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 (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management/Warehouse Management. Appropriate experience of the LOGIS system. Inherent requirement of the job: Physically fit and able to lift heavy items. Willingness to work after hours and weekends when required. Competencies (knowledge/skills): Good planning and organization skills. Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment, and able to work in a team.
- DUTIES** : Control, verify, capture journals and report asset and liability accounts. Compile and capture payments on BAS and LOGIS and ensure payments within 30 days of receipt of invoice and adequate batch control. Control, verify, and follow up on debt account according to prescripts and handling of petty cash. Pre-audit payment batches. Process and check S&T claims.
- ENQUIRIES** : Ms B Mostert Tel No: (021) 826 5919
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 will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/256** : **ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE/FEES)**
(Chief Directorate: Metro Health Services)
- SALARY** : R216 417 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administration experience in a health/hospital environment. Appropriate Clinicom experience. Appropriate cashier experience in a hospital environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently, yet as part of a team. Problem-solving and ability to handle conflict with good organisation skills. Ability to maintain confidentiality. Official must have a good understanding of the daily running of outpatient clinics. Official must have good understanding of the department & fees protocol. Hospital fees, policies and procedures – Chapter 18. Computer skills in MS Office (Word and Excel).
- DUTIES** : Ensure appointments are booked, attended, discharged/dispensed on Clinicom. Ensure proper folder management. Responsible for revenue collection. Determine stationary needs of OPD and complete log1's. Responsible for booking of HealthNet transport. Administration of unrecorded administrative attendances. Investigate and report on JAC error reports. Support/Relief to staff and supervisor as operationally required.
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/257 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District

SALARY : R216 417 per annum
CENTRE : Sonstraal Transitional Care Hospital
REQUIREMENTS : 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 a Supply Chain environment. Inherent requirement of the job: Valid (code/C1/EB) drivers' license. Must be physically fit and able to load/unload heavy good/equipment. Willingness to perform overtime duties. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge in electronic procurement systems (ePS), LOGIS, Warehouse management practices and general Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure. Computer literacy and proficiency.

DUTIES : Perform tasks related to procurement administration such as inviting of quotes on IPS, placing orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse Management and Asset Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and End Users. Willingness to rotate within Supply Chain Section and relieve colleagues.

ENQUIRIES : Mr JP Arendse Tel No: (021) 815-8340
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 will be subjected to a competency assessment and security clearance prior to appointment.

CLOSING DATE : 24 January 2025

POST 01/258 : **ADMINISTRATION CLERK (SUPPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word and Excel Good communication skills (verbal and written) Good Planning and organisational skills.

DUTIES : Effective and administrative support duties Effective and efficient communication Effective and efficient organizing and planning. Render effective support to supervisors.

ENQUIRIES : Mr C van Houten Tel No: (021) 508-8333
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 subjected to a competency test.

CLOSING DATE : 24 January 2025

POST 01/259 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R216 417 per annum
CENTRE : Directorate: Medicine Management, Laboratory and Blood Services Support
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Experience and knowledge of office administration and management. Telephone etiquette. Knowledge of filing systems and registry procedures. Data management skills. Computer literacy (MS Word, Excel and Outlook). Organisational skills.

DUTIES : Manages the general office administrative functions. Ensure the safekeeping and filling of all documentation in the office in line with relevant legislation and policies. Provide support services to Pharmacy Services coordinator and component staff with regard to specific projects. Support procurement and budgeting process. Accurate maintenance of databases. Maintain and supervise the provision of elementary human resource (HR) functions to ensure compliance with department policy requirements.

ENQUIRIES APPLICATIONS : Ms H Hayes Tel No: (021) 483-4567
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 will be subjected to a practical test.

CLOSING DATE : 24 January 2025

POST 01/260 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
Eerste River Hospital
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in Patient Administration in the Health environment. Inherent requirement of the job: Willingness to work overtime when required, and 12-hour shifts (including night duty, weekends, and public holidays). Competencies (knowledge/skills): Good interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, Hectis, UPFS, Clinicom and Finance instructions. Ability to work under pressure.

DUTIES : Render administrative support service to patients, the public, supervisor, and staff. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom. Responsible for effective revenue collection which includes receipt of money, issue of receipts, and account queries Capture all charge entries and update Hectis. Drawing of medical records Relieve duties to que marshal/Helpdesk.

ENQUIRIES APPLICATIONS : Ms C Kindo Tel No: (021) 902-8012
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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 January 2025

POST 01/261 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency and Clinical Support Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
Forensic Pathology Service, Head Office
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate administrative experience of the LOGIS and EPS environment. Appropriate Experience in data capturing. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint, e-mail). Ability to work independently. Ability to accurately analyse data (numbers). Good interpersonal and organisational skills. Ability to communicate clearly and discreetly in person and in writing.

DUTIES : Effective and efficient Demand Management. Effective and efficient Acquisition Management. Effective and efficient Logistics Management. Effective and efficient Inventory Management.

ENQUIRIES APPLICATIONS : Mr G Hendricks Tel No: (021) 928-1518
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. Short-listed candidates may be subjected to a practical test.

CLOSING DATE : 24 January 2025

POST 01/262 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

SALARY : Grade A: R216 417 per annum

<u>CENTRE REQUIREMENTS</u>	:	Thembalethu CDC, George Sub District
	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised. Excellent communication skills (verbal and written).
<u>DUTIES</u>	:	Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry Plus functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing, interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behavior Charter.
<u>ENQUIRIES</u>	:	Ms M Marthinus Tel No: (044) 814-1100-Ms M Marthinus Tel No: (044) 814-1100
<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. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/263</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (MANAGED HEALTH CARE) (X2 POSTS)</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum
	:	Head Office, Cape Town) (based at Head Office)
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject, with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience on working on a computerised system i.e. accounting system, logistical system, information management system, MS Office. Appropriate experience in a general office management function, procurement, asset register maintenance. Appropriate experience in reconciling accounts. Appropriate experience in data capturing. Inherent requirements of the job: Willingness to be placed at healthcare facilities periodically. Competencies (knowledge/skills): Knowledge of Hospital Patient fees or in a health-related claims environment, RAF/COID claims processing. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform billing related transactions for RAF (Road Accident Fund), and COID (Compensation for Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel). Knowledge and experience in processing Road Accident fund and Compensation fund claims.
<u>DUTIES</u>	:	Processing of Road Accident Fund / COID claims. Capture journals on BAS. Liaising with internal and external role-players pertaining to RAF/COID claims. Capture batches on the Accounts Receivable System (AR). Assist with the debt management functions of outstanding patient fee accounts. General administrative support. Provide a logistical service-procurement of goods and asset management. Support the team by providing a relief/support function.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Achmat/ E Abrahams Tel No: (021) 483 4240/ 483-6424
<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. Candidates must be prepared to complete a competency test as part of the evaluation process.
<u>CLOSING DATE</u>	:	24 January 2025

<u>POST 01/264</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Montagu Hospital (X1 Post) Robertson Hospital (X1 Post), Langeberg Sub-district.
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts including night duty, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. SM Kortje Tel No: (023) 626-8548. Ms. EJ Van Zyl Tel No: (023) 614-8102
<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. 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 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). The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/265</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff nurse Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development
<u>ENQUIRIES</u>	:	Ms. S van Wyk Tel No: (022) 814 0057
<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. 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 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). The pool of applicants will be considered for similar vacant posts within Vredenburg Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/266</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> (West Coast District)
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Hopefield CC, Saldanha Bay Sub-district Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Current registration with the SANC as Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. Inherent requirement of the job: Annual receipt and licence to practice. Good interpersonal relations. Valid (Code B/EB) driver's licence Willingness to travel and support within the Sub-District. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JA Julies Tel No: (022) 709-7225 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. Candidates may be subjected to a practical 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. 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). The pool of applicants will be considered for other similar vacant posts within the Saldanha Bay Sub-District, for a period of three months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/267</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Uniondale Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district.

		Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms G Lloyd Tel No: (044) 814-1123
<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. 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 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). The pool of applicants will be considered for similar vacant posts within George Sub District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/268</u>	:	<u>HEALTH PROMOTER (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Hanover Park Community Health Centre (X1 Post) Crossroads Community Day Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of project planning and management.
<u>DUTIES</u>	:	Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. An efficient support service to the Health Facility Manager with respect to the adaptation of broad departmental policy to conform to the health educational/promotional needs of patients and the surrounding community. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community based services).
<u>ENQUIRIES</u>	:	Ms M James Tel No: (021) 692-4972 and Mr S Mgoqi Tel No: (021) 370-0092
<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. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/269</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (FEMALE/CHILD WARD)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council:

		Registration with SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to rotate between facilities.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CG Wagener Tel No: (044) 302-8400
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
	:	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 on or before the day of the interview. 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). The pool of applicants will be considered for similar vacant posts within the Knysna/Bitou District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/270</u>	:	<u>MESSENGER: REGISTRY</u> Directorate: Information Technology (Records Management)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum Head Office, Cape Town
	:	Minimum educational qualification: Basic reading, writing skills and numeric abilities. Experience: Appropriate experience in registry. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good communication skills both written and spoken.
<u>DUTIES</u>	:	Assist Registry when required. Assist Driver with the following: Collecting mail and postbag from the Post Office. Collect mail from SITA. Deliver bulk mail. Deliver mail to Post Office. Any other delivery when required. Maintenance of vehicle.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Zothani Tel No: (021) 483 4478
<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. 24 January 2025
<u>POST 01/271</u>	:	<u>HOUSEHOLD AID (X3 POSTS)</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum Swartland Hospital
	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Ability to lift/move heavy objects. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Julius Tel No: (022) 487-9204
<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. 24 January 2025

<u>POST 01/272</u>	:	<u>HOUSEHOLD AID</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms T Rongwana Tel No: (021) 440 3339
<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. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/273</u>	:	<u>MEDICAL OFFICER 1 TO 3 (SURGERY) (SESSIONAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.
<u>DUTIES</u>	:	Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a

proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

- ENQUIRIES** : Dr F Gool Tel No: (021) 377 4382
- 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 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 a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/274** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (SESSIONAL)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R248 per hour
Grade 2: R290 per hour
Grade 3: R340 per hour
- CENTRE** : Metro TB Hospital Complex
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of PSR model, mental health, Substance use and TB. Computer literate.
- DUTIES** : (key result areas/outputs): Assessment and treatment of patient referred for Occupational therapy. Management of physical and human resources. Management of administrative duties for the Occupational therapy department and patient specific activities. Ensure continued professional development by keeping abreast with the latest developments in the field. Support to HOD.
- ENQUIRIES** : Ms S Abrahams, tel.no. (021) 508-8305
- 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 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Occupational therapy posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025